



Amateur Radio  
Emergency Service  
(ARES)  
North Carolina  
Section Emergency Plan

*Revised December 2003*



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**Amateur Radio Emergency Service  
North Carolina Section Emergency Plan  
December 13, 2003**

I. Overview

The purpose of this document is to describe the organizational structure of the Amateur Radio Emergency Service (ARES) in North Carolina, and to describe how ARES should respond to activation requests from served agencies. Training, drills and interaction with other components of the ARRL Field Organization are also discussed.

This guide provides direction for the organization, but any written plan cannot possibly cover all situations. The ARES command structure exists to offer maximum flexibility to respond to each situation uniquely so we can provide the optimum level of service.

ARES and the Radio Amateur Civil Emergency Service (RACES) have a unified command structure in North Carolina. Almost all NC activities take place under ARES rather than RACES. For a detailed explanation of RACES, see Appendix B.

II. Organizational Structure

- A. The command structure of ARES in North Carolina is designed to correspond to the command structure of North Carolina Emergency Management (NCEM). NCEM uses a command hierarchy of State, Branch (Eastern, Central, Western), and Area (1-15, five areas under each branch). In addition, each county government has its own Office of Emergency Management.
- B. The Section Manager (SM) is elected by ARRL membership every two years to run the ARRL Field Organization in North Carolina. ARES is one of eight programs that are part of the ARRL Field Organization.
- C. The Section Emergency Coordinator (SEC) is appointed by the SM to take care of all matters pertaining to emergency communications and ARES in North Carolina.
- D. An Assistant Section Emergency Coordinator (ASEC) is appointed by the SEC to correspond to each NCEM Branch office (Eastern, Central, Western). ASECs are officially appointed as ARRL District Emergency Coordinators with a district corresponding to the appropriate branch office. ASECs report to the SEC.
- E. A District Emergency Coordinator (DEC) is appointed by the SEC to correspond to each NCEM Area office (1-15). DECs are officially appointed as ARRL District Emergency Coordinators with a district corresponding to the appropriate area office. DECs report to the ASEC for their branch (Eastern ASEC for Areas 1-5, Central ASEC for Areas 6-10, Western ASEC for Areas 11-15).

- F. An Emergency Coordinator (EC) is appointed by the SEC to correspond to a county Office of Emergency Management. ECs are officially appointed as ARRL Emergency Coordinators with an area of jurisdiction corresponding to the specific county. ECs report to the DEC for their Area.
- G. An Emergency Coordinator – NCEM (EC-NCEM) is appointed by the SEC to act as a liaison between NCEM and ARES. The EC-NCEM is also responsible for coordinating Amateur Radio operations in the State Emergency Operations Center (State EOC). The EC-NCEM is officially appointed as an ARRL Emergency Coordinator with a jurisdiction corresponding to the State EOC. EC-NCEM reports to the SEC.
- H. A SKYWARN Emergency Coordinator (SKYWARN EC) is appointed by the SEC to coordinate Amateur Radio participation in SKYWARN. SKYWARN is a program of the National Weather Service and includes some participants that are not Amateur Radio operators. The SKYWARN EC is officially appointed as an ARRL Emergency Coordinator with a jurisdiction corresponding to the coverage area of their National Weather Service Office, but only for SKYWARN activities involving Amateur Radio. SKYWARN ECs report to the SEC.
- I. ARRL Official Emergency Stations (OES) are appointed by the SEC based on recommendations from ASECs, DECs or ECs. Each OES has unique responsibilities which shall be specified in the recommendation for appointment.
- J. Assistant Emergency Coordinators (AEC) may be appointed by the SEC, ASECs, DECs and ECs to carry out responsibilities specified at the time of appointment. AECs serve entirely at the discretion of the appointing EC and are therefore not considered part of the ARRL Field Organization, so contact records and a list of responsibilities must be maintained by the appointing Emergency Coordinator.

### III. Branch, Area and County Emergency Plans

- A. Each Branch and Area may also develop an Emergency Plan to further define training and operations in the respective Branch or Area.
- B. Each Branch ASEC shall develop a plan for coordinating assignment of out-of-county volunteers during disasters.
- C. Each County EC shall develop their own Emergency Plan, detailing the command structure, training programs and activation plans for ARES in their county.
- D. Each SKYWARN EC shall maintain an Emergency Plan detailing Amateur Radio participation in the SKYWARN program in their area of jurisdiction. Such a plan should include frequencies used, net procedures and training programs used.

#### IV. Agencies Served

- A. NCEM - at the state level, the main agency served will be NCEM.
- B. Federal Emergency Management Agency (FEMA) – FEMA may request Amateur Radio involvement during a disaster. This may be done through RACES and NCEM.
- C. American Red Cross – most American Red Cross activations will be requested at the county level rather than the state level.
- D. Salvation Army – most Salvation Army activations will be requested at the county level. The NC/SC Division Headquarters of the Salvation Army is based in Charlotte and normally deals directly with the Charlotte Amateur Radio Club (W4CQ) as its first point of contact with Amateur Radio.
- E. National Weather Service (NWS) – National Weather Service sponsors the SKYWARN program. Amateur Radio participation in SKYWARN is coordinated by the appropriate SKYWARN EC.
- F. County Offices of Emergency Management – County OEMs are served by County ARES organizations.
- G. Other agencies – each county, area or branch may serve additional agencies not listed here.

#### V. Disaster Activations

- A. Activation of ARES by Request from a Served Agency
  - 1. Most activations of ARES will take place at the county level rather than the state level.
  - 2. County ARES organizations will be activated by the County EC upon request from a served agency in that county.
  - 3. Amateur Radio SKYWARN participation will be activated by the SKYWARN EC upon request from the National Weather Service.
  - 4. North Carolina ARES will be activated by the SEC upon request from an agency served at the state level.
  - 5. ARES Branch and Area participation may be activated by the corresponding ASEC or DEC to facilitate communications between counties in their branches or areas.
  - 6. The State EOC will be activated by the EC-NCEM upon request from NCEM or the SEC.
- B. Activation of the Tarheel Emergency Net (THEN)
  - 1. The Tarheel Emergency Net can be activated by the Net Manager, SEC, ASECs, DEC, County ECs and the EC-NCEM if needed to facilitate communications over distances not covered by VHF.
  - 2. The Tarheel Emergency Net operates in three modes:

- a. Active – during disasters, net runs continuously or for most of the day. Net control stations will maintain accurate lists of stations checked in and their locations. Stations must check out when they are no longer able to monitor the net. Net control stations will periodically poll stations to make sure they are still in contact with the net. The purpose of active mode is to facilitate communications between the State EOC and stations in the disaster area, especially stations at Branch offices and County EOCs.
- b. Standard – during normal net operations the Tarheel Emergency Net is called nightly at 7:30 PM. Net control station maintains a list of stations checked in, handles traffic and net business, then closes the formal session. During the informal session, stations may comment on ARES issues in their area.
- c. Standby – during disasters, net may revert to standby mode if there is very little traffic to be passed. Net control station and other stations will monitor the net frequency but a continuous net presence will not be maintained. This mode will be used primarily near the end of disaster activations.

#### C. FCC Declaration of Communications Emergency

1. The SEC may request an FCC Declaration of Communications Emergency if needed to facilitate communications on HF nets. The SM may also make the request in the absence of the SEC.
2. Declaration requests must include the reason for the communications emergency, geographical area involved, range of frequencies involved, the expected duration of the communications emergency, and whether the communications emergency should be voluntary or mandatory.
3. Declaration requests should only be made if there is a reasonable expectation that interference to HF nets will severely impact our ability to handle traffic.
4. Procedures for making the request are described in Appendix G.

#### D. Notification of ARRL Headquarters

1. The Field and Educational Services Department at ARRL Headquarters shall be notified of any statewide activation of ARES. Such notification shall be made by the SEC, ASEC, Public Information Coordinator (PIC) or SM.
2. W1AW Bulletins announcing the activation should be requested only if all of the following apply:
  - a. The activation is expected to use HF frequencies.
  - b. The activation is expected to last longer than 24 hours.
  - c. An FCC Declaration of Communications Emergency is not being requested.
3. Procedures for notifying ARRL Headquarters are included in Appendix G.

#### E. Activation of the National Traffic System

1. The National Traffic System operates on both daytime and nighttime cycles on a daily basis.
2. The National Traffic System is used by ARES to provide short and long haul communications between locations not served by ARES nets.
3. If additional coverage by an NTS local net is needed which is beyond the normal operating hours of that net, an EC may request additional net sessions be activated

- by contacting the Net Manager (NM).
4. If additional coverage by the NTS section nets are needed, or additional use of upper-echelon nets (4RN) or NTS Digital Stations are needed, such requests should be sent to the Section Traffic Manager (STM).
  5. NTS section nets continue to operate even if the Tarheel Emergency Net (THEN) has been activated for continuous operation. This is necessary to facilitate handling of disaster traffic coming into and leaving the state.
  6. The North Carolina Evening Net (NCEN) operates on 3923 kHz. During activations, this frequency must be shared with the Tarheel Emergency Net.
    - a. If the THEN Net Manager (NM) or Net Control Station (NCS) determines that the volume of messages on the Tarheel Emergency Net is small, NCEN may operate on its normal frequency. In addition to NTS traffic, the NCEN NCS will allow emergency and priority tactical messages to be handled. At the conclusion of NCEN, THEN will resume.
    - b. If the THEN NM or NCS determines that the volume of messages on THEN is large, NCEN may move to a nearby frequency such as 3920 or 3926 kHz.
    - c. If THEN is active only on 7232 kHz, then NCEN will operate normally.

## VI. Drills

- A. A drill is considered to be any training exercise which involves on-the-air activities simulating some aspect of ARES communications.
- B. Drills shall be conducted at least twice a year at the state and county level. Branch and Area drills shall be conducted as needed in conjunction with state or county drills.
- C. Drills are used to accomplish the following:
  1. Evaluation working relationships between ARES and served agencies.
  2. Evaluation of equipment and techniques used to respond to specific scenarios.
  3. Introduce new operators to ARES.
  4. Evaluate participation and interest in ARES programs at all levels.
  5. Evaluate cooperation between ARES and other programs of the ARRL Field Organization.
- D. The SEC shall encourage ARES at all levels to participate in the annual ARRL Simulated Emergency Test and ARRL Field Day exercises.

## VII. Training

- A. Training is considered to be any training exercise which does not necessarily involve on-the-air simulation of some aspect of ARES communications.
- B. The Section Emergency Coordinator may appoint a Training Officer to design, implement and coordinate ARES training in the section. The official field organization appointment will be Official Emergency Station.
- C. In-person training: ARES members are strongly encouraged to attend any in-person

courses offered or recommended by their County ARES or SKYWARN organizations.

- D. On-The-Air training: at the state level, on-the-air ARES training is held during a regular session of THEN. Such training shall be conducted at least twice per month.
- E. Online training: ARES members are encouraged to enroll in the Amateur Radio Emergency Communications Course (ARECC). This course is offered on the Internet as part of the Certification and Continuing Education Program of the American Radio Relay League. Enrollment in ARECC is voluntary and done at the expense of the student. Some students can receive tuition reimbursement from grants administered by ARRL. ARECC is considered a supplement, not a substitute, for in-person training programs offered at the county level.
- F. Self-study: there are several self-study options for those who cannot participate in on-the-air, online or in-person training. Some of these options are discussed in more detail in Appendix D.
  - 1. EC Certification Course. Emergency Coordinators can be certified if they successfully complete a certification exam given by the SEC. ECs can prepare for this exam through self-study using the EC manual.
  - 2. ARECC certification by exam. ARES members may prepare for ARECC certification using course manuals, then take an exam offered by a team of ARECC Certification Examiners.
  - 3. Other self-study. Several publications and documents are helpful to those wishing to learn more about public service communications outside of a normal course:
    - a. Public Service Communications Manual (online and printed).
    - b. NTS Methods and Procedures Manual (currently online only).
    - c. ARRL Operating Manual (printed only).
    - d. Special Event Communications (online and printed).
    - e. ARECC Level I, II and III manuals (printed).
  - 4. Non-Amateur Training. There are several courses offered by the FEMA Emergency Management Institute Independent Study Program that may be of interest to ECs. In particular, the following courses may prove useful:
    - a. IS-2 Emergency Preparedness, USA
    - b. IS-195 Basic Incident Command System
    - c. IS-240 Leadership & Influence
    - d. IS-242 Effective Communications
    - e. IS-244 Developing and Managing Volunteers

### VIII. ARES Modes and Frequencies

- A. The mode of transmission should be selected to utilize the available communications resources. Both the mode and frequency must remain flexible to suit the emergency situation. Non-voice modes are preferred when the communications should not be easily intercepted by the public.

- B. State Activations. The frequencies shown in Table 1 will be used for initial communications in each mode in the event of a statewide activation. Other frequencies may be announced during an activation.

<i>Mode</i>	<i>Primary</i>	<i>Secondary</i>
Single Sideband	3923 kHz	7232 kHz
CW	3573 kHz	3695 kHz
Digital (Pactor)	3624 kHz	7104 kHz

Table 1. Frequencies for ARES during statewide activations.

- C. 60 Meters.
1. Five frequencies are assigned to the Amateur Service in the 60 meter band on a secondary basis. The Amateur tuning frequencies are: 5330.5 kHz, 5346.5 kHz, 5366.5 kHz, 5371.5 kHz and 5403.5 kHz. Stations must use Upper Sideband, 50 W ERP maximum and a bandwidth of not greater than 2.8 kHz.
  2. Since only five frequencies are available for use on 60 meters, it is quite possible that all five frequencies will be in use during a disaster. Therefore, the selection of any specific frequency for ARES communications must be made at the time it is actually needed.
  3. Virginia RACES has reportedly selected 5330.5 kHz as their alternate net frequency.

#### IX. Responsibilities of ARES Volunteers

- A. Each ARES volunteer must register with the ARES Emergency Coordinator in their county, using form FSD-98 or other form provided by the EC.
- B. Once registered, ARES volunteers are expected to do the following:
  1. Inform the EC of any changes in registration information that takes place after initial registration.
  2. Become familiar with ARES and NTS procedures, including those that are specific to your county.
  3. Become familiar with RACES station requirements.
  4. Participate in ARES nets, training and drills, whenever possible.
  5. Inform the EC of the status of your station at least once per year.
- C. Service as an ARES volunteer is entirely at the discretion of the EC.



## Appendix A.

# Official ARRL Field Organization Appointment Descriptions for the Amateur Radio Emergency Service

The ARRL Field Organization consists of officially appointed League volunteers who have been given responsibility for carrying out a specific component of ARRL volunteer activities. In the Amateur Radio Emergency Service, the Field Organization appointments are: Section Emergency Coordinator, District Emergency Coordinator, Emergency Coordinator and Official Emergency Station. The Section Manager appoints the Section Emergency Coordinator, who then makes all other ARES Field Organization appointments and appointment cancellations. ARES Field Organization appointees serve entirely at the discretion of the Section Emergency Coordinator.

North Carolina makes use of several special Field Organization appointments not distinctly recognized by ARRL:

Assistant Section Emergency Coordinator – officially appointed as District Emergency Coordinator.

SKYWARN Emergency Coordinator – officially appointed as an Emergency Coordinator.

Emergency Coordinator for North Carolina Emergency Management – officially appointed as an Emergency Coordinator.

Emergency Coordinators at any level may appoint Assistant Emergency Coordinators. AECs are an important part of ARES, and all ECs should strongly consider appointing assistants. AECs are not considered part of the ARRL Field Organization and serve entirely at the discretion of the appointing EC.

The official appointment descriptions in this appendix represent guidelines for what is typically expected from each appointee. We recognize that each person in the Field Organization has unique talents and interests, and each area of jurisdiction may have different needs than its neighbors. Therefore, the actual expectations for each appointee may encompass different qualifications and job functions than those shown in these official descriptions.

1. Section Emergency Coordinator (ARRL) – page 2
2. Assistant Section Emergency Coordinator (NC-ARRL) – page 3
3. District Emergency Coordinator (ARRL) – page 4
4. Emergency Coordinator (ARRL) – page 5
5. Skywarn EC (NC-ARRL) – page 7
6. EC-NCEM (NC-ARRL) – page 9
7. Official Emergency Station – page 11

# Official ARRL Field Organization Appointment

## Description: Section Emergency Coordinator

The SEC is the assistant to the SM for emergency preparedness. The SEC is appointed by the SM to take care of all matters pertaining to emergency communications and the Amateur Radio Emergency Service (ARES) on a sectionwide basis. The SEC post is one of top importance in the section and the individual appointed to it should devote all possible energy and effort to this one challenging organizational program for Amateur Radio. There is only one SEC appointed in each section of the ARRL Field Organization.

SEC qualifications and functions:

1. Encourage all groups of community amateurs to establish a local emergency organization.
2. Advise the SM on all section emergency policy and planning, including the development of a section emergency communications plan.
3. Cooperate and coordinate with the Section Traffic Manager so that emergency nets and traffic nets in the section present a united public service front, particularly in the proper routing of Welfare traffic in emergency situations. Cooperation and coordination should also be maintained with other section leadership officials as appropriate, particularly with the State Government Liaison and Public Information Coordinator.
4. Recommend candidates for Emergency Coordinator and District Emergency Coordinator appointments (and cancellations) to the Section Manager and determine areas of jurisdiction of each amateur so appointed. At the SM's discretion, the SEC may be directly in charge of making (and canceling) such appointments. In the same way, the SEC can handle the Official Emergency Station appointments.
5. Promote ARES membership drives, meetings, activities, tests, procedures, etc., at the section level.
6. Collect and consolidate Emergency Coordinator (or District Emergency Coordinator) monthly reports and submit monthly progress summaries to the SM and ARRL Headquarters. This includes the timely reporting of emergency and public safety communications rendered in the section for inclusion in *QST*.
7. Maintain contact with other communication services and serve as liaison at the section level with all agencies served in the public interest, particularly in connection with state and local government, civil preparedness, Federal Emergency Management Agency, Red Cross, Salvation Army, the National Weather Service, and so on. Such contact is maintained in cooperation with the State Government Liaison.

Recruitment of new hams and League members is an integral part of the job of every League appointee. Appointees should take advantage of every opportunity to recruit a new ham or member to foster growth of Field Organization programs, and our abilities to serve the public.

Requirements: Full ARRL membership; Technician class license or higher.

FSD-250 (2/97)

# Official NC ARRL Field Organization Appointment

## Description: Assistant Section Emergency Coordinator

The NC ARRL Assistant Section Emergency Coordinator (ASEC) is the assistant to the SEC for emergency preparedness. The ASEC is appointed by the SEC to over see and supervise all matters pertaining to emergency communications and the Amateur Radio Emergency Service (ARES) on a multi-district, branch-wide basis. The ASEC post is one of top importance in the section and the individual appointed to it should devote all possible energy and effort to this one challenging organizational program for Amateur Radio. There may be multiple ASECs appointed in each section of the ARRL Field Organization. In North Carolina, an ASEC shall be appointed for each of the Western, Central and Eastern branches as defined by North Carolina Division of Emergency Management.

ASEC qualifications and functions:

1. Encourage all DEC's and EC's to establish on-going local emergency organizations and communications between community amateurs.
2. Advise the SEC on all district emergency policy and planning, including the development of district(s) or branch emergency communications plans.
3. Cooperate and coordinate with the Section Traffic Manager so that emergency nets and traffic nets in the section, branch(es), and district(s) present a united public service front, particularly in the proper routing of Welfare traffic in emergency situations. Cooperation and coordination should also be maintained with other section leadership officials as appropriate, particularly with the State Government Liaison and Public Information Coordinator.
4. Recommend candidates for Emergency Coordinator and District Emergency Coordinator appointments (and cancellations) to the Section Emergency Coordinator. Promote ARES membership drives, meetings, activities, tests, procedures, etc., in their district(s) and branch(s).
5. Collect and consolidate District Emergency Coordinator (or Emergency Coordinator) monthly reports and submit monthly progress summaries to the SEC. This includes the timely reporting of emergency and public safety communications rendered in the section for inclusion in QST.
6. Maintain contact with other communication services and serve as liaison at the branch or district level with all agencies served in the public interest, particularly in connection with state and local government, civil preparedness, Federal Emergency Management Agency, Red Cross, Salvation Army, the National Weather Service, and so on.
7. Recruitment of new hams and League members is an integral part of the job of every League appointee. Appointees should take advantage of every opportunity to recruit a new ham or member to foster growth and fellowship, in Field Organization programs, and enhance our abilities to serve the public.

Requirements: Full ARRL membership; Technician class license or higher.

# Official ARRL Field Organization Appointment Description: District Emergency Coordinator

The ARRL District Emergency Coordinator is appointed by the SEC to supervise the efforts of local Emergency Coordinators in the defined district. The DEC's duties involve the following:

1. Coordinate the training, organization and emergency participation of Emergency Coordinators in your district of jurisdiction.
2. Make local decisions in the absence of the SEC or through coordination with the SEC, concerning the allotment of available amateurs and equipment during an emergency.
3. Coordinate the interrelationship between local emergency plans and between communications networks within your area of jurisdiction.
4. Act as backup for local areas without an Emergency Coordinator and assist in maintaining contact with governmental and other agencies within your area of jurisdiction.
5. Provide direction in the routing and handling of emergency communications of either a formal or tactical nature, with specific emphasis being placed on Welfare traffic.
6. Recommend EC appointments to the SEC.
7. Coordinate the reporting and documenting of ARES activities in your district of jurisdiction.
8. Act as a model emergency communicator as evidenced by dedication to purpose, reliability and understanding of emergency communications.
9. Be fully conversant in National Traffic System routing and procedures as well as have a thorough understanding of the locale and role of all vital governmental and volunteer agencies that could be involved in an emergency.

Recruitment of new hams and League members is an integral part of the job of every League appointee. Appointees should take advantage of every opportunity to recruit a new ham or member to foster growth of Field Organization programs, and our abilities to serve the public.

Requirements: Technician or higher class; Full ARRL membership.

FSD-47 (2/97)

# Official ARRL Field Organization Appointment

## Description: Emergency Coordinator

The ARRL Emergency Coordinator is a key team player in ARES on the local emergency scene. Working with the Section Emergency Coordinator, the DEC and Official Emergency Stations, the EC prepares for, and engages in management of communications needs in disasters. EC duties include:

1. Promote and enhance the activities of the Amateur Radio Emergency Service (ARES) for the benefit of the public as a voluntary, non-commercial communications service.
2. Manage and coordinate the training, organization and emergency participation of interested amateurs working in support of the communities, agencies or functions designated by the Section Emergency Coordinator/Section Manager.
3. Establish viable working relationships with federal, state, county, city governmental and private agencies in the ARES jurisdictional area which need the services of ARES in emergencies. Determine what agencies are active in your area, evaluate each of their needs, and which ones you are capable of meeting, and then prioritize these agencies and needs. Discuss your planning with your Section Emergency Coordinator and then with your counterparts in each of the agencies. Ensure they are all aware of your ARES group's capabilities, and perhaps more importantly, your limitations.
4. Develop detailed local operational plans with "served" agency officials in your jurisdiction that set forth precisely what each of your expectations are during a disaster operation. Work jointly to establish protocols for mutual trust and respect. All matters involving recruitment and utilization of ARES volunteers are directed by you, in response to the needs assessed by the agency officials. Technical issues involving message format, security of message transmission, Disaster Welfare Inquiry policies, and others, should be reviewed and expounded upon in your detailed local operations plans.
5. Establish local communications networks run on a regular basis and periodically test those networks by conducting realistic drills.
6. Establish an emergency traffic plan, with Welfare traffic inclusive, utilizing the National Traffic System as one active component for traffic handling. Establish an operational liaison with local and section nets, particularly for handling Welfare traffic in an emergency situation.
7. In times of disaster, evaluate the communications needs of the jurisdiction and respond quickly to those needs. The EC will assume authority and responsibility for emergency response and performance by ARES personnel under his jurisdiction.
8. Work with other non-ARES amateur provider-groups to establish mutual respect and understanding, and a coordination mechanism for the good of the public and Amateur Radio. The goal is to foster an efficient and effective Amateur Radio response overall.
9. Work for growth in your ARES program, making it a stronger, more valuable resource and hence able to meet more of the agencies' local needs. There are thousands of new Technicians coming into the amateur service that would make ideal additions to your ARES roster. A stronger ARES means a better

ability to serve your communities in times of need and a greater sense of pride for Amateur Radio by both amateurs and the public.

10. Report regularly to the SEC, as required.

Recruitment of new hams and League members is an integral part of the job of every League appointee. Appointees should take advantage of every opportunity to recruit a new ham or member to foster growth of Field Organization programs, and our abilities to serve the public.

Requirements: Technician or higher class license; Full ARRL membership

FSD-46 (2/97)

# Official NC ARRL Field Organization Appointment

## Description: SKYWARN Emergency Coordinator

The NC ARRL SKYWARN Emergency Coordinator is a key team player in ARES on a multi-county level. Working with the Section Emergency Coordinator and all other Emergency Coordinators in the designated coverage area, the SKYWARN EC prepares for, and engages in management of Amateur Radio participation in the SKYWARN program. SKYWARN EC duties include:

1. Promote and enhance the activities of the Amateur Radio Emergency Service (ARES) for the benefit of the National Weather Service SKYWARN program as a voluntary, non-commercial communications service.
2. Manage and coordinate the training, organization and emergency participation of interested amateurs working in support of the SKYWARN program in communities designated by the Section Emergency Coordinator, in consultation with officials from the National Weather Service.
3. Ensure that SKYWARN participants are familiar with the overall ARES organizational structure and encourage participation at all levels of ARES.
4. Welcome non-amateurs who participate in SKYWARN training and provide information to them about ARES.
5. Establish viable working relationships with the National Weather Service in the designated area which need the services of ARES in the SKYWARN program. Discuss your planning with your Section Emergency Coordinator and other Emergency Coordinators in the designated area, and then with your counterpart in the National Weather Service. Ensure they are all aware of your ARES group's capabilities, and perhaps more importantly, your limitations, with regard to participation in the SKYWARN program.
6. Develop detailed local operational plans in cooperation with other Emergency Coordinators in your jurisdiction that set forth precisely what each of your expectations are during a disaster operation. Work jointly to establish protocols for mutual trust and respect.
7. Establish local SKYWARN networks run on a regular basis and periodically test those networks by conducting realistic drills.
8. Work with other non-ARES amateur provider-groups to establish mutual respect and understanding, and a coordination mechanism for the good of the public and Amateur Radio. The goal is to foster an efficient and effective Amateur Radio participation in the SKYWARN program.
9. Work for growth in the SKYWARN program, making it a stronger, more valuable resource and hence able to meet more of the National Weather Service's needs. There are thousands of new Technicians coming into the amateur service that would make ideal additions to your ARES roster. A stronger Amateur Radio participation in SKYWARN means a better ability to serve your communities in times of need and a greater sense of pride for Amateur Radio by both amateurs and the public.

10. Report regularly to the SEC, as required.

Recruitment of new hams and League members is an integral part of the job of every League appointee. Appointees should take advantage of every opportunity to recruit a new ham or member to foster growth of Field Organization programs, and our abilities to serve the public.

Requirements: Technician or higher class license; Full ARRL membership.

# Official NC ARRL Field Organization Appointment

## Description: Emergency Coordinator for NCEM

The NC ARRL Emergency Coordinator for NCEM is a key team player in ARES and works with the North Carolina Division of Emergency Management (NCEM) at the State Emergency Operations Center (EOC). Working with the Section Emergency Coordinator, the DEC and other Emergency Coordinators, the EC-NCEM prepares for, and engages in management of communications needs at the State EOC in disasters. EC-NCEM duties include:

1. Promote and enhance the activities of the Amateur Radio Emergency Service (ARES) for the benefit of the State EOC as a voluntary, non-commercial communications service.
2. Manage and coordinate the training, organization and emergency participation of interested amateurs working in support of the State EOC, and other functions related to the North Carolina Division of Emergency Management as designated by the Section Emergency Coordinator.
3. Establish viable working relationships with the North Carolina Division of Emergency Management personnel at the State EOC. Discuss your planning with your Section Emergency Coordinator and then with your counterparts in NCEM. Ensure they are all aware of your ARES group's capabilities, and perhaps more importantly, your limitations.
4. Develop detailed operational plans with NCEM agency officials at the State EOC that set forth precisely what each of your expectations are during a disaster operation. Work jointly to establish protocols for mutual trust and respect. All matters involving recruitment and utilization of ARES volunteers at the State EOC are directed by you, in response to the needs assessed by NCEM officials. Technical issues involving message format, security of message transmission, Disaster Welfare Inquiry policies, and others, should be reviewed and expounded upon in your detailed local operations plans.
5. Establish communications networks and periodically test those networks by conducting or participating in realistic drills. Assist other Emergency Coordinators in testing communications from their jurisdictions to the State EOC.
6. Establish an emergency traffic plan, including both tactical and National Traffic System components for traffic handling. Establish an operational liaison with local and section nets.
7. In times of disaster, evaluate the communications needs of the State EOC and respond quickly to those needs. The EC-NCEM will assume authority and responsibility for emergency response and performance by ARES personnel at the State EOC.
8. Work with other Emergency Coordinators to establish mutual respect and understanding, and a coordination mechanism for the good of the public and Amateur Radio. The goal is to foster an efficient and effective Amateur Radio response overall.
9. Work for growth in your ARES program, making it a stronger, more valuable resource and hence able to meet more of the agencies' local needs. There are thousands of new Technicians coming into the amateur service that would make ideal additions to your ARES roster. A stronger ARES means a better ability to

serve your communities in times of need and a greater sense of pride for Amateur Radio by both amateurs and the public.

10. Report regularly to the SEC, as required.

Recruitment of new hams and League members is an integral part of the job of every League appointee. Appointees should take advantage of every opportunity to recruit a new ham or member to foster growth of Field Organization programs, and our abilities to serve the public.

Requirements: General or higher class license; Full ARRL membership.

# Official ARRL Field Organization Appointment

## Description: Official Emergency Station

Amateur operators may be appointed as an Official Emergency Station (OES) by their Section Emergency Coordinator (SEC) or Section Manager (SM) at the recommendation of the EC, or DEC (if no EC) holding jurisdiction. The OES appointee must be an ARRL member and set high standards of emergency preparedness and operating. The OES appointee makes a deeper commitment to the ARES program in terms of functionality than does the rank-and-file ARES registrant.

The requirements and qualifications for the position include the following: Full ARRL membership; experience as an ARES registrant; regular participation in the local ARES organization including drills and tests; participation in emergency nets and actual emergency situations; regular reporting of activities.

The OES appointee is appointed to carry out specific functions and assignments designated by the appropriate EC or DEC. The OES appointee and the presiding EC or DEC, at the time of the OES appointment, will mutually develop a detailed, operational function/assignment and commitment for the new appointee. Together, they will develop a responsibility plan for the individual OES appointee that makes the best use of the individual's skills and abilities. During drills and actual emergency situations, the OES appointee will be expected to implement his/her function with professionalism and minimal supervision.

Functions assigned may include, but are not limited to, the following four major areas of responsibility:

**OPERATIONS**--Responsible for specific, pre-determined operational assignments during drills or actual emergency situations. Examples include: Net Control Station or Net Liaison for a specific ARES net; Manage operation of a specified ARES VHF or HF digital BBS or MBO, or point-to-point link; Operate station at a specified emergency management office, Red Cross shelter or other served agency operations point.

**ADMINISTRATION**--Responsible for specific, pre-determined administrative tasks as assigned in the initial appointment commitment by the presiding ARES official. Examples include: Recruitment of ARES members; liaison with Public Information Officer to coordinate public information for the media; ARES registration data base management; victim/refugee data base management; equipment inventory; training; reporting; and post-event analysis.

**LIAISON**--Responsible for specific, pre-determined liaison responsibilities as assigned by the presiding EC or DEC. Examples include: Maintaining contact with assigned served agencies; Maintaining liaison with specified NTS nets; Maintaining liaison with ARES officials in adjacent jurisdictions; Liaison with mutual assistance or "jump" teams.

**LOGISTICS**--Responsible for specific, pre-determined logistical functions as assigned. Examples include: Transportation; Supplies management and procurement (food, fuel, water, etc.); Equipment maintenance and procurement--radios, computers, generators, batteries, antennas.

**MANAGEMENT ASSISTANT** --Responsible for serving as an assistant manager to the EC, DEC or SEC based on specific functional assignments or geographic areas of jurisdiction.

**CONSULTING**--Responsible for consulting to ARES officials in specific area of expertise.

OES appointees may be assigned to pre-disaster, post-disaster, and recovery functions. These functions must be specified in the OES's appointment commitment plan.

The OES appointee is expected to participate in planning meetings, and post-event evaluations. Following each drill or actual event, the EC/DEC and the OES appointee should review and update the OES assignment as required. The OES appointee must keep a detailed log of events during drills and actual events in his/her sphere of responsibility to facilitate this review.

Continuation of the appointment is at the discretion of the appointing official, based upon the OES appointee's fulfillment of the tasks he/she has agreed to perform.

Recruitment of new hams and League members is an integral part of the job of every League appointee. Appointees should take advantage of every opportunity to recruit a new ham or member to foster growth of Field Organization programs, and our abilities to serve the public.

FSD-108 (2/97)

## Appendix B.



# Radio Amateur Civil Emergency Service (RACES) Guidelines for North Carolina

*Revised April 2003*

## **RACES Guidelines for North Carolina**

### **I. Overview**

RACES is the Radio Amateur Civil Emergency Service, and is defined in Part 97 of the FCC Rules. It is essentially a "restricted mode" of Amateur Radio communications, to be activated by FEMA, state or county civil defense agencies (called Emergency Management in North Carolina). To lawfully participate in RACES communications, an Amateur Radio station must first be registered with his county civil defense agency. When RACES is activated, stations so registered may only contact other RACES stations or those stations authorized by the government to communicate with RACES stations. Under some circumstances, such as wartime, RACES can be activated such that all other Amateur operation must cease, and RACES stations may only operate on a restricted subset of the Amateur frequencies. Therefore, it is important for all Amateur Radio operators to be aware of the RACES rules, and for their stations to be registered with the civil defense agency in their county.

ARES is the Amateur Radio Emergency Service and is a radio service created and supported by the American Radio Relay League. Almost all of our disaster and public service communications is provided by ARES. ARES operates under normal Amateur rules and therefore is not as restricted as RACES operation, so most of our preparedness and deployment takes place under ARES. In North Carolina, by both tradition and written agreement, those Amateurs who are registered in ARES are also considered to be registered in RACES. This eliminates the need to keep two lists and allows us to "switch hats" if RACES is activated.

### **II. The Short Version.**

The whole objective of this document is to make sure that all stations are registered properly, so they can legally operate if RACES is activated. Almost everything else simply restates current ARES responsibilities in RACES terms. If we do the following, we will stay out of trouble:

- A. All stations should register for ARES/RACES with their County EC (who is also the County RACES Officer).
- B. County ECs must keep an accurate list of ARES/RACES stations on file with their county director of Emergency Management, and with the Section EC (who is also the State RACES Officer). This ensures that amateurs can legally operate if RACES is activated.
- C. Hold drills at least once a year to remind people what RACES is.

### **III. Agencies Served.**

Unlike ARES, RACES serves civil defense agencies only. The civil defense agencies below have jurisdiction in North Carolina.

- A. Federal Emergency Management Agency (hereinafter referred to as FEMA). FEMA is an agency of the United States Department of Homeland Security.

- B. North Carolina Division of Emergency Management (hereinafter referred to as NCEM). NCEM is an agency of the North Carolina Department of Crime Control and Public Safety.
- C. County Office of Emergency Management (hereinafter referred to as County OEM). County OEMs are agencies of their corresponding county government. The exact name of the agency will vary from county to county.

#### **IV. Eligibility**

- A. Any United States citizen, who possesses a valid FCC Amateur Radio Operator License, Technician Class or higher, is eligible to become a member of RACES. The services of amateurs who have a Novice Class license may be used, but this is not recommended due to the privilege limitations.
- B. State and County RACES Officers must have a General or higher class license.

#### **V. Organizational Structure**

- A. State Level. At the state level, the RACES command structure is organized to facilitate communications with North Carolina Emergency Management.
  - 1. State RACES Officer. The ARES Section Emergency Coordinator also serves as the State RACES Officer. When the ARRL Section Manager appoints the Section Emergency Coordinator, that person will normally be nominated as State RACES Officer at the same time (subject to acceptance by the NC Director of Emergency Management). If for some reason the SEC is unable to serve as a RACES Officer, then the Section Manager may nominate a different person to serve as State RACES Officer. The State RACES Officer may designate a State RACES Assistant to serve as Acting State RACES Officer in case of his absence during an activation.
  - 2. State RACES Assistants. ARES District Emergency Coordinators (both ASECs and Area DECs) corresponding to NCEM Branch and Area Offices, and the Emergency Coordinator for NCEM will serve as liaison between their NCEM counterparts and North Carolina RACES. Since RACES only permits communications on behalf of civil defense agencies, Skywarn ECs do not have a specific role under RACES.
  - 3. RACES Stations. All state RACES officials must also be registered RACES stations at their county level.
- B. County Level. At the county level, the RACES command structure is organized to facilitate communications with the County OEMs.
  - 1. County RACES Officers – The ARES Emergency Coordinator for the county normally serves as the County RACES Officer. When the ARES SEC appoints a county Emergency Coordinator, that person will normally be nominated as County RACES Officer at the same time (subject to acceptance by the county director of emergency management). If for some reason the EC is unable to serve as a RACES Officer, then the SEC may nominate a different person to serve as a County RACES Officer. The County RACES Officer may designate a County RACES Assistant to serve as Acting County RACES Officer in case of his absence during an activation.

2. County RACES Assistants. The County RACES Officer may appoint assistants to serve in his absence, or to address specific needs. This appointment should coincide as much as possible with Assistant Emergency Coordinator appointments.
3. RACES Stations. All stations that have registered with the County RACES Officer, and are on file with the county director of emergency management, may participate in RACES activations at both the county and state level, if permitted by the rules of the particular activation.

## **VI. Emergency Activations**

- A. National Emergency (War Emergency Powers). In the event of an emergency which necessitates the invoking of the President' War Emergency Powers under the provisions of Section 706 of the Communications Act of 1934, as amended, 47 U.S.C. §606, RACES stations and amateur stations participating in RACES may only transmit on the specially designated frequency segments in FCC Rule §97.407 (shown in the Subpart E Appendix to this document).
- B. State or Regional. In the event of an emergency in which activation of RACES is requested by NCEM or FEMA, then North Carolina RACES shall be activated by the State RACES Officer, or his designee. Amateurs participating as RACES Stations may only communicate with other RACES Stations, and certain other stations authorized by the responsible agency.
- C. County. In the event of an emergency in which activation of a county RACES unit is requested by the County OEM, or by FEMA, then that county' RACES shall be activated by the County RACES Officer, or his designee. Amateurs participating as RACES Stations may only communicate with other RACES Stations, and certain other stations authorized by the responsible agency.

## **VII. Drills.**

- A. Most training, drills and activations will take place under the ARES organization, rather than RACES. RACES drills are held for three main purposes: to remind Amateurs to register their stations, to verify registration lists, and to encourage awareness of the RACES rules and regulations.
- B. Statewide RACES drills. North Carolina RACES shall seek permission from NCEM to conduct a minimum of at least one drill per year, on RACES frequencies. More drills may be held, subject to the restrictions of FCC Rule §97.407 (e) (4).
- C. County RACES drills. County RACES Officer shall seek permission from their county director of emergency management to hold at least one drill per year, on RACES frequencies. More drills may be held, subject to the restrictions of FCC Rule §97.407 (e) (4).

## **VIII. RACES Station Responsibilities.**

- A. Most training, drills and activations will take place under the ARES organization, rather than RACES. RACES stations are encouraged to participate in both.

- B. FCC Rules and Regulations apply to the operation of a radio in the amateur service and therefore apply to the RACES organization.
- C. Duties of RACES Stations. Amateurs participating in RACES are expected to do each of the following:
1. Register their station with the ARES County Emergency Coordinator/County RACES Officer, using form FSD-98 or other form provided by the County RACES Officer.
  2. Inform their County RACES Officer of any call sign, name, address, telephone number or e-mail address change that takes place after initial registration.
  3. Become familiar with the RACES Rules (Subpart E).
  4. Observe RACES rules during an activation or drill.
  5. Participate in RACES drills, whenever applicable.
  6. Inform the County RACES Officer of the status of your station at least once per year.
- D. Duties of County RACES Officers. County RACES Officers are expected to do each of the following:
1. Maintain a good relationship with the county director of emergency management.
  2. Encourage Amateurs to join ARES/RACES.
  3. Maintain an accurate list of registered RACES stations in the county.
  4. Make sure that repeater, node and other unattended stations that might be used during an activation are registered for RACES operation.
  5. Submit a hardcopy list of registered RACES stations to the county director of emergency management at least once per year, and more frequently if the list changes. The hardcopy list is required, even if the list is also submitted electronically.
  6. Submit a copy of the list of registered RACES stations to the State RACES Officer also.
  7. Seek permission from your county director of emergency management to conduct at least one RACES drill per year. Conduct this drill on RACES frequencies.
  8. Designate preferred frequencies for county RACES operation.

## IX. RACES Modes and Frequencies

- A. The mode of transmission should be selected to utilize the available communications resources. Both the mode and frequency must remain flexible to suit the emergency situation. Non-voice modes are preferred when the communications should not be easily intercepted by the general public.
- B. State Activations. The frequencies shown in Table 1 will be used for initial communications in each mode in the event of a statewide activation that does not require operation on RACES frequencies listed in FCC Rule §97.407 (b).

Mode	Primary	Secondary
Single Sideband	3923 kHz	7232 kHz
CW	3573 kHz	3695 kHz
Digital (Pactor)	3624 kHz	7104 kHz

Table 1. Frequencies for RACES when not restricted by §97.407 (b).

- C. The frequencies shown in Table 2 will be used for initial communications in each mode in the event of a statewide activation requiring operation on RACES frequencies listed in FCC Rule §97.407 (b).

<b>Mode</b>	<b>Primary</b>	<b>Secondary</b>	<b>Tertiary</b>
Single Sideband	3935 kHz	7250 kHz	14340 kHz
CW	3535 kHz	7120 kHz	10120 kHz
Digital (Pactor)	3545 kHz	7104 kHz	10130 kHz

Table 2. Frequencies for RACES when restricted by §97.407 (b).

- D. County Activations. The County RACES Officer should designate frequencies to be used for initial communications in each mode in the event of a countywide activation requiring operation on RACES frequencies. FCC Rule §97.407 (b) lists the frequencies available for this purpose.

## **X. Miscellaneous Provisions**

- A. This document shall be reviewed annually by the State RACES Officer, or sooner if dictated by changes in rules or civil defense agency requirements.
- B. Additional information on RACES can be found in “Guidance for Radio Amateur Civil Emergency Service,” Civil Preparedness Guide, published by the Federal Emergency Management agency; <http://www.fema.gov/library/civilpg.shtm>

## **XI. FCC RULES, Part 97 Subpart E-Providing Emergency Communications**

### **§97.401 Operation during a disaster.**

- (a) When normal communication systems are overloaded, damaged or disrupted because a disaster has occurred, or is likely to occur, in an area where the amateur service is regulated by the FCC, an amateur station may make transmissions necessary to meet essential communication needs and facilitate relief actions.
- (b) (deleted March 3, 2003)
- (c) When a disaster disrupts normal communication systems in a particular area, the FCC may declare a temporary state of communication emergency. The declaration will set forth any special conditions and special rules to be observed by stations during the communication emergency. A request for a declaration of a temporary state of emergency should be directed to the EIC in the area concerned.
- (d) A station in, or within 92.6 km of, Alaska may transmit emissions J3E and R3E on the channel at 5.1675 MHz for emergency communications. The channel must be shared with stations licensed in the Alaska-private fixed service. The transmitter power must not exceed 150 W.

### **§97.403 Safety of life and protection of property.**

No provision of these rules prevents the use by an amateur station of any means of radiocommunication at its disposal to provide essential communication needs in connection with the immediate safety of human life and immediate protection of property when normal communication systems are not available.

**§97.405 Station in distress.**

- (a) No provision of these rules prevents the use by an amateur station in distress of any means at its disposal to attract attention, make known its condition and location, and obtain assistance.
- (b) No provision of these rules prevents the use by a station, in the exceptional circumstances described in paragraph (a), of any means of radiocommunications at its disposal to assist a station in distress.

**§97.407 Radio Amateur Civil Emergency Service (RACES).**

- (a) No station may transmit in RACES unless it is an FCC-licensed primary, club, or military recreation station and it is certified by a civil defense organization as registered with that organization, or it is an FCC-licensed RACES station. No person may be the control operator of a RACES station, or may be the control operator of an amateur station transmitting in RACES unless that person holds a FCC-issued amateur operator license and is certified by a civil defense organization as enrolled in that organization.
- (b) The frequency bands and segments and emissions authorized to the control operator are available to stations transmitting communications in RACES on a shared basis with the amateur service. In the event of an emergency which necessitates the invoking of the President' War Emergency Powers under the provisions of Section 706 of the Communications Act of 1934, as amended, 47 U.S.C. §606, RACES stations and amateur stations participating in RACES may only transmit on the following frequency segments:
  - (1) The 1800-1825 kHz, 1975-2000 kHz, 3.50-3.55 MHz, 3.93-3.98 MHz, 3.984-4.000 MHz, 7.079-7.125 MHz, 7.245-7.255 MHz, 10.10-10.15 MHz, 14.047-14.053 MHz, 14.22-14.23 MHz, 14.331-14.350 MHz, 21.047-21.053 MHz, 21.228-21.267 MHz, 28.55-28.75 MHz, 29.237-29.273 MHz, 29.45-29.65 MHz, 50.35-50.75 MHz, 52-54 MHz, 144.50-145.71 MHz, 146-148 MHz, 2390-2450 MHz segments;
  - (2) The 1.25 m, 70 cm and 23 cm bands; and
  - (3) The channels at 3.997 MHz and 53.30 MHz may be used in emergency areas when required to make initial contact with a military unit and for communications with military stations on matters requiring coordination.
- (c) A RACES station may only communicate with:
  - (1) Another RACES station;
  - (2) An amateur station registered with a civil defense organization;
  - (3) A United States Government station authorized by the responsible agency to communicate with RACES stations;
  - (4) A station in a service regulated by the FCC whenever such communication is authorized by the FCC.
- (d) An amateur station registered with a civil defense organization may only communicate with:
  - (1) A RACES station licensed to the civil defense organization with which the amateur station is registered;
  - (2) The following stations upon authorization of the responsible civil defense official for the organization with which the amateur station is registered:
    - (i) A RACES station licensed to another civil defense organization;
    - (ii) An amateur station registered with the same or another civil defense organization;
    - (iii) A United States Government station authorized by the responsible agency to communicate with RACES stations; and
    - (iv) A station in a service regulated by the FCC whenever such communication is authorized by the FCC.

- (e) All communications transmitted in RACES must be specifically authorized by the civil defense organization for the area served. Only civil defense communications of the following types may be transmitted:
- (1) Messages concerning impending or actual conditions jeopardizing the public safety, or affecting the national defense or security during periods of local, regional, or national civil emergencies;
  - (2) Messages directly concerning the immediate safety of life of individuals, the immediate protection of property, maintenance of law and order, alleviation of human suffering and need, and the combating of armed attack or sabotage;
  - (3) Messages directly concerning the accumulation and dissemination of public information or instructions to the civilian population essential to the activities of the civil defense organization or other authorized governmental or relief agencies; and
  - (4) Communications for RACES training drills and tests necessary to ensure the establishment and maintenance of orderly and efficient operation of the RACES as ordered by the responsible civil defense organizations served. Such drills and tests may not exceed a total time of 1 hour per week. With the approval of the chief officer for emergency planning in the applicable State, Commonwealth, District or territory, however, such tests and drills may be conducted for a period not to exceed 72 hours no more than twice in any calendar year.

## Appendix C.

### Geographical Divisions Used by North Carolina Division of Emergency Management

In North Carolina, the ARES command structure is designed to correspond to the geographical command structure used by the North Carolina Division of Emergency Management (NCEM). NCEM geographically divides the state into three Branches (Western, Central, Eastern); each Branch is further divided into five Areas, consisting of between six and eight counties.

The Section Emergency Coordinator appoints an Assistant Section Coordinator corresponding to each Branch, and appoints a District Emergency Coordinator to correspond to each Area. County Offices of Emergency Management are served by Emergency Coordinators. The Section Emergency Coordinator may specify that an appointee serve more than one adjacent geographical area.

#### Eastern Branch Counties

<i>Area 1</i>	<i>Area 2</i>	<i>Area 3</i>	<i>Area 4</i>	<i>Area 5</i>
Bertie	Beaufort	Carteret	Cumberland	Bladen
Chowan	Camden	Craven	Duplin	Brunswick
Currituck	Hyde	Greene	Jones	Columbus
Dare	Martin	Lenoir	Onslow	Hoke
Gates	Pasquotank	Pamlico	Pender	New Hanover
Hertford	Pitt	Wayne	Sampson	Robeson
Perquimans	Tyrrell			

#### Central Branch Counties

<i>Area 6</i>	<i>Area 7</i>	<i>Area 8</i>	<i>Area 9</i>	<i>Area 10</i>
Franklin	Edgecombe	Anson	Caswell	Alamance
Granville	Harnett	Chatham	Davie	Davidson
Halifax	Johnston	Lee	Forsyth	Durham
Northampton	Nash	Moore	Rockingham	Guilford
Person	Wake	Richmond	Stokes	Montgomery
Vance	Wilson	Scotland	Surry	Orange
Warren			Yadkin	Randolph

## Western Branch Counties

<i>Area 11</i>	<i>Area 12</i>	<i>Area 13</i>	<i>Area 14</i>	<i>Area 15</i>
Alexander	Cabarrus	Avery	Buncombe	Cherokee
Alleghany	Gaston	Burke	Graham	Clay
Ashe	Lincoln	Caldwell	Haywood	Henderson
Iredell	Mecklenburg	Catawba	Madison	Jackson
Rowan	Stanly	Cleveland	McDowell	Macon
Wilkes	Union	Watauga	Mitchell	Polk
			Swain	Rutherford
			Yancey	Transylvania

## State of North Carolina Division of Emergency Management



**Eastern Branch**  
James Smith, Manager  
3802 Highway 58 North  
Suite B  
Kinston, NC 28502  
252-520-4923

Area	Coordinator
1	David Humphrey
2	George Sullivan
3	Mark Brown
4	Doug Haas
5	Tom Collins

**Central Branch**  
Elaine Wathen, Manager  
401 Central Ave.  
Butner, NC 27509  
919-575-4122

Area	Coordinator
6	Paul Denison
7	Rich Berman
8	Woody Mashburn
9	Ed Cash
10	Ron Campbell

**Western Branch**  
Tim Miller, Manager  
3305-15 16th Avenue SE  
Conover, NC 28613  
828-466-5555

Area	Coordinator
11	Greg Atchley
12	Mike Cook
13	Jeff Cardwell
14	Jimmy Ramsey
15	Danny Gee



# **Appendix D.**

## **Training Programs**

Participants in the Amateur Radio Emergency Service in North Carolina are expected and encouraged to participate in training programs to prepare them for disaster communications. Spontaneous and untrained volunteers are not generally very useful during times of disaster, and there is rarely time to train them during an actual activation.

Local, in-person training programs offered and recommended by the Emergency Coordinator responsible for an ARES member's county are strongly suggested. It is through personal contact and cooperation with local ARES members that a volunteer will learn the most essential skills that will be needed in their local area.

Training programs offered in conjunction with a served agency, such as SKYWARN spotter training for the National Weather Service, may be required by that agency prior to participation in communications on behalf of that agency. Such requirements are entirely at the discretion of each served agency.

As a supplement to local training, or as an alternative where none exists, online training programs may also be used to help prepare the ARES volunteer for participation during disasters.

### **ARRL Certification and Continuing Education Courses**

These courses are offered on the Internet through the Connecticut Distance Learning Consortium (CTDLC). The first two courses are designed for ARES members at large; the third level is designed to bridge the gap between basic participation and leadership. A fee is assessed for each course; there are programs under which you can take the course for reimbursement upon successful completion.

Level I – Introduction to Amateur Radio Emergency Communications.

Level II – Intermediate Amateur Radio Emergency Communications.

Level II – Advanced Amateur Radio Emergency Communications.

For more information, visit <http://www.arrl.org/cce/>

### **FEMA Emergency Management Institute – Independent Study Program**

The Federal Emergency Management Agency offers numerous online courses regarding Emergency Management topics. These do not specifically address Amateur Radio communications techniques, but some of these courses provide a great introduction to emergency preparedness for the general public, and others may be useful for those in leadership positions (such as Emergency Coordinators).

Courses are offered primarily as Adobe Portable Document Format (PDF) files, and final exams can be taken online. Certificates are sent to those who complete a final exam with a score of 75% or greater.

In particular, general ARES members should consider the following courses:

IS-2 Emergency Preparedness, USA

IS-5 Hazardous Materials: A Citizen's Orientation

IS-55 Household Hazardous Materials

For ARES leadership officials, the following courses may be useful:

IS-195 Basic Incident Command System

IS-240 Leadership & Influence

IS-242 Effective Communication

IS-244 Developing and Managing Volunteers

Other courses in this program may be appropriate for you, depending on your local area and circumstances.

For more information, visit <http://training.fema.gov/EMIWeb/IS/>

### **General Disaster Preparedness**

ARES members are also encouraged to make sure they are personally prepared for disasters, so any general courses in disaster preparedness may also be useful.

The Department of Homeland Security has a web site designed to assist citizens in being prepared for disasters.

<http://www.ready.gov>

The American Red Cross has some online resources to assist citizens with family disaster planning.

<http://www.redcross.org>

# Appendix E.

## North Carolina Traffic Nets

December 13, 2003

### I. Section-Level Nets – National Traffic System

#### North Carolina Morning Net (NCMN)

3927 kHz, SSB, 0745 ET Daily

Net Manager: Ron Rearick, AD4XV  
55 Dreamcatcher Lane  
Whittier, NC 28789  
828-497-5374  
ad4xv@arrl.net

#### North Carolina Evening Net (NCEN)

3923 kHz, SSB, 1830 ET Daily

Net Manager: Chuck Wright, K4NYS  
5310 Woodsdale Road  
Raleigh, NC 27606-3342  
k4nys@arrl.net

#### Carolinas Net (CN)

Early Session (CNE): 3573 kHz, CW, 1900 ET Daily (20-22 WPM)

Late Session (CNL): 3573 kHz, CW, 2200 ET Daily (15-18 WPM)

Net Manager: Will Harper, K4IWW  
410 Knotts Valley Lane  
Morrisville, NC 27560  
919-467-0224  
k4iww@attglobal.net

#### Carolinas Slow Net (CSN)

3695 kHz, 2000 ET Daily (5-8 WPM)

Net Manager: Carl Starnes, W4EAT  
PO Box 188  
Stanfield, NC 28163  
704-888-4815  
w4eat@arrl.net  
<http://www.qsl.net/w4eat/csn.html>

## **II. Section-Level Nets – Amateur Radio Emergency Service**

### **Tar Heel Emergency Net (THEN)**

3923 kHz, SSB, 1930 ET Daily

Other times as needed; alternate frequency is 7232 kHz

Net Manager: Claude Chaffin, K4CWZ  
6980 Highway 705 S  
Robbins, NC 27325  
k4cwz@pinehurst.net  
k4cwz@earthlink.net

## **III. Section-Level Nets – Independent**

### **Coastal Carolina Emergency Net (CCEN)**

3907 kHz, SSB, 1900 ET Daily

Handles Health and Welfare Traffic when needed.

Net Manager:	Ed Holm, K3JKQ	Assistant NM:	Fred Murph, AF4CJ
	159 White Pine Drive		7740 Long Ridge Road
	Millsboro, DE 19966		Plymouth, NC 27962
	302-947-9718		252-793-3515
	gilleybdog@earthlink.net		af4cj@arrl.net

## **IV. Local Nets – National Traffic System**

### **Eastern North Carolina Traffic Net (ENCTN)**

146.685 kHz, FM repeater (Grifton), 2030 ET Daily

Net Manager: Daniel R Guyor, AG4ZB  
5516 Virginia St  
Camp Lejeune, NC 28547-1229  
ag4zb@yahoo.com

### **Piedmont Coastal Traffic Net (PCTN)**

146.88 kHz, FM repeater (Raleigh), 2100 ET Daily

Net Manager: Michael R Perry, AD4MP  
1428 Langdon Rd  
Angier, NC 27501  
ad4mp@surrealnet.net

### **Central North Carolina Traffic Net (CNCTN)**

146.88 kHz, FM repeater (Wilkesboro), 2100 ET Daily

Net Manager: Mike Edwards, KE4AHC  
1307 New Bowers  
Lexington, NC 27292  
336-746-6343  
ke4ahc@juno.com

## **V. Local Nets – ARES**

### **Piedmont Emergency Training Net (PETN)**

145.35 kHz, FM repeater (Charlotte), 2000 ET Daily  
Traffic, ARES and SKYWARN training.

Net Manager: Greg Sellers, WB4HRR  
308 6<sup>th</sup> St. SW  
Hickory, NC 28602  
828-328-4363  
wb4hrr@charter.net

### **Metrolina 2 Meter Emergency Net (M2MEN)**

146.94 kHz, FM repeater (Charlotte), 2100 ET Daily  
Traffic, ARES and Mecklenburg ARS announcements.

Net Manager: Jim Payne, N4JBP  
8413 Market House Ln  
Charlotte, NC 28227  
wb4hrr@charter.net

### **Cape Fear Evening Net (CFEN)**

146.91 kHz, FM repeater (Fayetteville), 1900 ET Daily  
Traffic, ARES and Cape Fear ARS announcements.

Net Manager: Chuck Ward, KJ4RV  
703 Poole Drive  
Fayetteville, NC 28303  
charles.s.ward@worldnet.att.net

## **VI. Other Nets**

### **Hurricane Watch Net (HWN)**

14.325 kHz, SSB, activated when Atlantic or Eastern Pacific hurricanes are within 300 miles of land.

Net Manager: Mike Pilgrim, K5MP  
k5mp@hwn.org  
<http://www.hwn.org>

**Tar Heel Emergency Net**  
**Nightly 7:30 p.m. - 3923 kHz**

Amateurs interested in being a net control of the Tar Heel Emergency Net (THEN), should contact Claude, K4CWZ.

TAR HEEL EMERGENCY NET SCRIPT

(AT 7:29 YOU MAY SAY “THIS IS\_\_\_\_\_. THE TAR HEEL EMERGENCY NET BEGINS IN ONE MINUTE. ALL STATIONS PLEASE STAND BY.”)

(AT 7:30 PM BEGIN THE NET)

THIS IS\_\_\_\_\_, NET CONTROL FOR THE TAR HEEL EMERGENCY NET. MY NAME IS\_\_\_\_\_, AND I AM LOCATED IN\_\_\_\_\_ NORTH CAROLINA.

THE TAR HEEL EMERGENCY NET IS A DIRECTED NET AND IS THE NORTH CAROLINA HF ARES NET. A.R.E.S IS “AMATEUR RADIO EMERGENCY SERVICE,” AND IS PART OF THE ARRL FIELD ORGANIZATION. THE PURPOSE OF THIS NET IS TO PROVIDE COMMUNICATIONS DURING EMERGENCIES, TO PROVIDE TRAINING IN ALL ASPECTS OF NET OPERATIONS, TO SERVE AS A FORUM FOR DISCUSSION, AND TO FOSTER FELLOWSHIP AMONG RADIO AMATEURS. ALL RADIO AMATEURS ARE INVITED TO PARTICIPATE IN THE TAR HEEL EMERGENCY NET.

DO WE HAVE STATIONS WITH EMERGENCY OR PRIORITY FOR THE NET?  
(HANDLE THIS TRAFFIC NOW)

STATIONS WITH ANNOUNCEMENTS OR NET BUSINESS FOR THE NET?  
(CALL FOR AFTER CHECKINS AND AFTER TRAFFIC)

STATIONS ARE ASKED TO CHECK INTO THE NET BY THE FIRST LETTER IN THE SUFFIX OF YOUR CALL SIGN. PLEASE GIVE YOUR CALL, YOUR NAME, LOCATION, YOUR ARRL APPOINTMENT IF ANY, AND LIST ANY TRAFFIC FOR THE NET.

DO WE HAVE ANY MOBILE STATIONS FOR THE TAR HEEL EMERGENCY NET?

STATIONS A-G PLEASE CALL\_\_\_\_\_.  
STATIONS H-N PLEASE CALL\_\_\_\_\_.  
STATIONS O-T PLEASE CALL\_\_\_\_\_.  
STATIONS U-Z PLEASE CALL\_\_\_\_\_.

DO WE HAVE ADDITIONAL CHECKINS FOR THE TAR HEEL EMERGENCY NET?

(HANDLE TRAFFIC AND ANNOUNCEMENTS NOW)

THIS IS\_\_\_\_\_ CLOSING THE FORMAL PORTION OF THE TAR HEEL EMERGENCY NET. THOSE STATIONS THAT WOULD LIKE TO BE EXCUSED FROM THE NET MAY SECURE YOUR STATIONS AT THIS TIME. THIS NET MEETS NIGHTLY AT 7:30 PM ON 3923 khz AND AS NEEDED.

(CALL ON STATIONS FOR COMMENTS)

THIS IS \_\_\_\_\_ CLOSING THE TAR HEEL EMERGENCY NET. I THANK ALL STATIONS FOR CHECKING INTO THE NET, AND LOOK FORWARD TO YOUR REGULAR PARTICIPAION EACH NIGHT AT 7:30 PM AS YOU ARE ABLE. THIS IS \_\_\_\_\_ CLEAR.

Send a Net Report to Claude, K4CWZ within a few days after you have called the net. Include in this report the date of the net, number of checkins, count of traffic listed, traffic passed, and the time of the formal portion of the net. An example in radiogram format appears below.

65 R W4CC 11 CHARLOTTE NC SEPT 4  
K4CWZ  
BT  
THEN TUE SEPT 4 CHECKINS  
19 TRAFFIC 4/3 TIME 22  
MINUTES  
BT  
JOHN W4CC



**Appendix F.**

**Memorandum of Understanding  
with  
North Carolina Division of Emergency Management**

**Memorandum of Understanding  
Between the  
State of North Carolina  
and the North Carolina Section of the  
American Radio Relay League.**

INTRODUCTION

The State of North Carolina acknowledges the long-standing service relationship between the North Carolina State Division of Emergency Management (NCEM) and the American Radio Relay League (ARRL). It is further noted with gratitude and appreciation that the ARRL's North Carolina Section of the Amateur Radio Emergency Service (ARES) has served the State in times of emergency and that individual service has always been provided as a totally voluntary donation during periods of great need, by the individual radio amateur with no remuneration asked or considered.

As it is important for government to recognize the value and utilize the services of efficient and enterprising private volunteer organizations, ARRL and NCEM agree to work closely together as set forth below.

I. PURPOSE

The purpose of this document is to state the terms of a mutual agreement (memorandum of understanding) between the North Carolina State Division of Emergency Management and the American Radio Relay League's North Carolina Section of ARES. This document will serve as a framework within which volunteer personnel of the ARRL may coordinate their services, facilities, and equipment with NCEM in support of statewide and local emergency communications functions. It is intended, through joint coordination and exercise of the resources of ARRL, FEMA, and Federal, State and local governments, to enhance the statewide posture of emergency communications readiness for any conceivable emergency.

II. RECOGNITION

The North Carolina State Division of Emergency Management recognizes that the ARRL is the principal organization representing the interests of more than 10,000 North Carolina radio amateurs, and because of its organized emergency communications capability can be of valuable assistance in providing critical and essential communications during emergencies and disasters when normal lines of communications are disrupted.

The American Radio Relay League North Carolina Section recognizes NCEM as the agency chartered as the central point of contact within North Carolina State government for a wide range of emergency management activities in both peace and war time. NCEM is dedicated to working closely with all the members of the emergency management community to achieve a realistic state of preparedness and an increased capacity to respond to emergencies of all types.

### III. ORGANIZATION OF THE AMERICAN RADIO RELAY LEAGUE

The American Radio Relay League is a noncommercial membership association of Radio Amateurs, organized for the promotion of interest in Amateur Radio communication and experimentation, for the establishment of networks to provide communications in the event of disasters or other emergencies, for the advancement of the radio art and of the public welfare, for the representation of the radio amateur in legislative matters, and for the maintenance of fraternalism and high standard of conduct. A primary responsibility of the Amateur Radio Service, as established by the Federal Communications Commission's Rules and Regulations (47 CFR Part 97) is the rendering of public service communications for the general public, particularly in times of emergency when normal communications are not available. Using Amateur Radio operators in the amateur frequency bands, the ARRL has been serving the general public, both directly and through government and relief agencies, for more than fifty years. To that end, the League organized the Amateur Radio Emergency Service, and created the National Traffic System (NTS).

The League's Field Organization covers the United States, including U.S. possessions and Puerto Rico. The Field Organization is administered under an elected Section Manager in each of the 71 ARRL "sections", including the North Carolina section. The Section manager appoints a Section Emergency Coordinator, who, along with district and county emergency coordinators directs ARES/emergency communications preparedness activities in the section. In North Carolina, the Emergency Coordinator (EC) for NCEM is the primary contact with the organization.

### IV. RADIO AMATEUR CIVIL EMERGENCY SERVICE (RACES)

RACES is the part of the Amateur Radio Service that provides radio communications to local or State civil preparedness agencies during periods local, regional, or national civil emergencies. All of the authorized frequencies and emissions allocated to the Amateur Radio Service are also available to RACES on a shared basis. In the event that the President invokes his War Emergency powers, RACES operators using specially authorized frequencies would be the only Amateur Radio operators permitted on the air. In North Carolina, every member of the Amateur Radio Emergency Service is considered a member of RACES should this become necessary. The emergency communications of those Amateur Radio operators would then be coordinated by the Director of Emergency Management, the ARRL Section Manager, Section Emergency Coordinator, and the Emergency Coordinator for NCEM as necessary for the public interest. ARES appointees including Section Emergency Coordinator, Assistant Section Emergency Coordinators, District Emergency Coordinators, and local Emergency Coordinators shall become the RACES officers for their particular jurisdiction in the event of RACES activation.

## V. METHOD OF COOPERATION

In order that communications resources of the ARRL section may be coordinated and utilized to the fullest advantage during disasters and emergencies, and to the extent permitted or required by law and regulation, NCEM and the ARRL have agreed to the following:

A. For state-level liaison between ARRL/ARES and NCEM, the points of contact are:

ARRL NC Section Manager  
NC Section Emergency Coordinator  
EC for NCEM

NC Emergency Management Division  
NCEM Communications Manager and/or his designee

B. For Branch-level liaison between ARES and NCEM, the points of contact are:

District Emergency Coordinator, ARES  
Branch Coordinator, NCEM  
Note that ARRL's districts and NCEM's branches are coterminous.

C. For county-level liaison between ARES and EM, the points of contact are:

County Emergency Coordinators  
County Directors of Emergency Management

D. NCEM, through its branch offices, will encourage county emergency management officials to interact with ARES emergency coordinators and other appropriate ARES Section officials, in an effort to establish cooperative relationships with ARES volunteers.

E. NCEM and ARES will encourage the development of operating plans within the counties such that the communications services, equipment and facilities of the Amateur Radio Service may be suitably utilized.

F. NCEM and ARES will distribute copies of this agreement through channels to emergency management branch offices, county emergency management agencies, and ARRL field organization officials respectively.

- G. It is formally agreed and accepted that ARES will be provided a position on the State Emergency Response Team (SERT) in the Division of Emergency Management. The State agrees to make available communications facilities, special passes, and official access to service areas, as appropriate to each emergency which ARES agrees to support. It is understood that ARES has no binding hold nor sway over its volunteer workers and as such can respond only to the extent expressed by its membership.

This Agreement is reviewable annually and may be amended at that time as agreed to by the signatories.

#### APPROVAL

\_(signature appears on original)\_  
Dr. Kenneth B. Taylor  
Director, N. C. Division  
of Emergency Management

\_(signature appears on original)\_  
John Covington  
N.C. Section Manager for the  
American Radio Relay League

Date: 10/22/2002\_\_\_\_\_

Date: 11/16/2002\_\_\_\_\_



# Appendix G.

## Important Contact Information

Revised March 15, 2004

Since some of the information in this document can be considered confidential, portions of this section shall only be released to officials designated by the North Carolina Section Manager or Section Emergency Coordinator.

### **I. American Radio Relay League – North Carolina Section Officials**

#### **Section Manager**

John Covington, W4CC  
PO Box 1604  
Belmont, NC 28012  
704-577-9405 (voice)  
704-334-0519 (fax)  
w4cc@arrl.org

#### **Section Emergency Coordinator**

Bernie Nobles, WA4MOK  
PO Box 574  
Winterville, NC 28590  
252-756-0020 (home)  
919-549-7037 (work)  
252-753-5541 (work)  
252-753-2419 (work)  
bnobles@unctv.org

#### **Assistant Section EC – Western Branch**

Daryl Sampson, W4OH  
3711 Craigholm Ct  
Charlotte, NC 28262  
704-547-9067 (home)  
dsampson@carolina.rr.com

#### **Public Information Coordinator**

Bill Morine, N2COP  
101 Windlass Dr  
Wilmington, NC 28409  
(910) 452-1770 HOME  
n2cop@arrl.net

#### **Assistant Section EC – Eastern Branch**

Ron Knapp, W9EF  
2146 Daly Waldrop Road  
Kinston, NC 28504  
252-559-2070 (home)  
252-523-0648 (work-church)  
252-526-0686 (cell)  
rknapp@icomnet.com

#### **Assistant Section EC – Central Branch**

Tom Simpson, N4UCO  
1402 Queen Anne Road  
Wilson, NC 27893  
252-237-8987 (home)  
252-291-3500 (work)  
252-236-7240 (cell)  
tsq@simflex.com

#### **Emergency Coordinator for NC Emergency Management (State EOC)**

John Guerriero, KG4HDT  
3412 Ventura Circle  
Wake Forest, NC 27587  
919-266-7687 (home)  
919-231-8000 (work)  
919-605-0629 (cell)  
johnguer@mindspring.com (home)  
jguerriero@thalescomputers.com (work)



# **Appendix H.**

## **Forms**

1. FSD-212. Monthly EC Report Form.
2. FSD-98. Amateur Radio Emergency Service Registration Form.
3. FSD-156. District or Local Emergency Coordinator Application.

## FSD-212 Monthly EC Report Form

1. From: ASEC / DEC / EC / AEC

For Area: \_\_\_\_\_

2. Month: \_\_\_\_\_

3. Year: \_\_\_\_\_

4. Total of ARES Members: \_\_\_\_\_

5. Increase or Decrease?: \_\_\_\_\_

6. Local Net Name: \_\_\_\_\_

7. Frequency Used: \_\_\_\_\_

8. NTS Liaison Station: \_\_\_\_\_

9A. Number of Nets, Drills, Etc: \_\_\_\_\_

9B. Total Man/Hours: \_\_\_\_\_

10. Enter any comments or questions here.

Your e-mail address: \_\_\_\_\_

Your first & last name: \_\_\_\_\_

Your Callsign: \_\_\_\_\_

Name: \_\_\_\_\_ Call: \_\_\_\_\_



## AMATEUR RADIO EMERGENCY SERVICE REGISTRATION FORM



Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Prov.: \_\_\_\_\_ Zip/PC: \_\_\_\_\_

Bus. phone: \_\_\_\_\_ Home phone: \_\_\_\_\_ County: \_\_\_\_\_

License Class: \_\_\_\_\_ Primary radio interest: \_\_\_\_\_

Check (✓) bands/modes you can operate:

	160	80	40	20	15	10	6	2	220	OTHER
CW										
FM										
RTTY										
SSB										
MOBILE										
PACKET										
IF OPERATING PACKET, THE CALLSIGN OF YOUR PBBS IS: _____										

Can your home station operate without commercial power?     Yes     No

If yes what bands? \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Detach and send to your EC (if known) or the ARRL, 225 Main St., Newington, CT 06111.

To All Radio Amateurs:

The Amateur Radio Emergency Service (ARES) is a voluntary organization of licensed radio amateurs who have registered their capabilities and equipment for providing emergency communications as a public service to the community. The purpose of the ARES is to furnish communications in the event of natural disaster, when regular communications fail or are inadequate. Sponsored by ARRL, the ARES functions at the local level to meet local communications needs.

The ARES has a long history of public service going back to its formal inception in 1935. Since that time the ARES has responded countless times to communications emergencies.

Experience has proven that radio amateurs respond more capably in time of emergency when practice has been conducted in an organized group. There is no substitute for experience gained *before* the need arises.

The ARES in each locality operates under the direction of the Emergency Coordinator (EC), whose function is to direct the activities of the ARES to maintain a state of readiness.

To register in the ARES, send the detachable Registration Form above directly to your EC, or to ARRL Headquarters for forwarding to your EC. *League membership is not required for registration.* Registration does not require possession of any specially designed equipment. All amateurs can be of assistance to the ARES. There is provision in the ARES for *every* amateur regardless of class of license, equipment owned, or personal circumstances.

Won't you join us in providing this essential Amateur Radio service?

Richard Palm, K1CE  
Field Services Manager



**Amateur Radio Emergency Service  
District or Local Emergency Coordinator  
Application**

**Name:** \_\_\_\_\_ **Call:** \_\_\_\_\_

**Street:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**County:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Home phone:** \_\_\_\_\_ **Work phone:** \_\_\_\_\_

**License class:** \_\_\_\_\_ **ARRL Member?** \_\_\_\_\_

**List names of Amateur Radio clubs of which you are a member:** \_\_\_\_\_

\_\_\_\_\_

**Operational Capabilities: (specify fixed and/or mobile)**

Mode	HF	VHF/UHF	1.2 GHz
Data			
Packet			
CW			
SSB			
FM			
Other			

**Present ARRL appointments:** \_\_\_\_\_

**Former ARRL appointments:** \_\_\_\_\_

**Describe related experience:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_