

TAB H:

Federal Communication Commission Title 47, Section 97

SUBPART E-PROVIDING EMERGENCY COMMUNICATION

§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) When normal communication systems are overloaded, damaged or disrupted because a natural disaster has occurred, or is likely to occur, in an area where the amateur service is not regulated by the FCC, a station assisting in meeting essential communication needs and facilitating relief actions may do so only in accord with ITU Resolution No. 640 (Geneva, 1979). The 80 m, 75 m, 40 m, 30 m, 20 m, 17 m, 15 m, 12 m, and 2 m bands may be used for these purposes.
- (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's 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) (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

MONROE COUNTY ARES / RACES GROUP

Amateur Radio Emergency Service / Radio Amateur Civil Emergency Service

NEW MEMBER APPLICATION [for ARES RACES both]

UPDATE of previous information [for ARES RACES both]

Information on this side for either/both ARES and/or RACES application.

Be sure to complete page 2 if applying for RACES membership.

Please print:

Today's Month Day Year FCC Callsign _____ Month Day Year Class

Date: _____ License expires: _____

Name: Title Last Suffix First Middle

Street Address Date-of-Birth

City State Zipcode County

In case of emergency, notify: Name:

Street Address

City State Zipcode Telephone () -

Telephone: Home ✓ call in emergency?

() - Yes No

Work Telephone Yes No

() - Yes No

Other (Cell or Pager) Yes No

() - Yes No

Other (Cell or Pager) Yes No

() - Yes No

Amateur Radio Affiliations/Memberships

- ✓ all that apply
- ARRL Mon Cty Rptr Assn
- ARES RACES
- BARC **VE** ARRL Other
- IUARC W9WIN Rptr Group
- Other (specify) _____
- Other (specify) _____

E-Mail Address @ _____ Internet at home? Yes No

Any physical limitations?

Modes / Bands ✓ check all bands / modes you can operate with your equipment

	160	80-75	40	20	15	12	10	6	2	220	440	Other (list)
Mobile												
Fixed												
CW												
AM												
FM												
SSB												
PSK-31												
Packet												

Packet Node Name _____ on _____ Frequency

APRS _____ on _____ Frequency

APRS Node Name _____ on _____ Frequency

Operate HF without commercial power? Yes No UHF/VHF? Yes No

Specialized Training (PSTI Courses, SKYWARN, Red Cross, etc.):

Information on this page is required if applying for RACES membership. Be sure to complete page 1 if applying for or updating RACES or ARES. Please print (except where signature is needed):

Permission for background and security check: Yes No If 'No,' why?

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[EMA will contact for information and clearance prior to making a check.]

Applicant's Signature: **Date**

Emergency Management Oath (IAW Indiana Title 10)

10-4-1-20 Employees: Subversive activities: Oaths

Sec. 20. (a) No person shall be employed or associated in any capacity in any emergency management organization established under this chapter who:

- (1) Advocates a change by force or violence in the constitutional form of government of the United States or the overthrow of any government in the United States by force or violence; or
- (2) Has been convicted of or is under indictment or information charging any subversive act against the United States.

(b) Each Individual who is appointed to serve in an organization for emergency management shall, before entering upon the individuals duties, take an oath, in writing, before a person authorized to administer oaths in this state, which oath shall be substantially as follows:

"I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of Indiana against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter. And I do further swear (or affirm) that I do not advocate, nor am I a member of any political party or organization that advocates, the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am a member of the Indiana State Emergency Management Agency I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state for force or violence."

- (c) For the purpose of this section, the director and the county emergency management directors:
 - Shall be authorized to administer the oath provided in subsection (b) to emergency management and disaster personnel; and
 - May delegate that authority to designated deputies and assistants as may be approved by the director

[sign upon taking oath] **Date**

===== **Monroe County EMA / SEMA Use Only** =====

Monroe County EM Director		Date			
Monroe County RACES Officer		Date			
Security Check completed by:		Oath given			
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Signature:			
Date SEMA Identification card issued:					
SEMA Ham Team member processing applicaion:		Date:			
Accepted and authorized by:		Date:			
	SEMA Communications Director				

**STATEMENT OF UNDERSTANDING BETWEEN
THE AMERICAN RADIO RELAY LEAGUE, INC.
AND
THE AMERICAN NATIONAL RED CROSS**

I. PURPOSE

The purpose of this Statement of Understanding (SOU) is to affirm and restate the terms of an ongoing working relationship between The American National Red Cross (hereinafter referred to as the American Red Cross or the Red Cross) and The American Radio Relay League, Inc. (hereinafter referred to as ARRL) in preparing for and responding to disaster relief situations at all levels. This agreement provides the broad framework for cooperation between the two organizations in rendering assistance and service to victims of disaster, as well as other services for which cooperation may be mutually beneficial.

II. CONCEPT OF OPERATIONS

Each party to this SOU is a separate and independent organization. As such, each organization retains its own identity in providing service, and each organization is responsible for establishing its own policies and financing its own activities.

III. DEFINITION OF DISASTER

A disaster is an occurrence such as a hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, volcanic eruption, drought, blizzard, pestilence, famine, fire, explosion, building collapse, transportation accident, or other situation that causes human suffering or creates human needs that the victims cannot alleviate without assistance.

IV. AUTHORITY OF THE AMERICAN RED CROSS

In providing disaster relief, the American Red Cross has both a legal and a moral mandate that it has neither the authority nor the right to surrender. The American Red Cross has both the power and the duty to act in disaster, and prompt action is clearly expected and supported by the public.

The American Red Cross authority to perform disaster services was formalized when the organization was chartered by the Congress of the United States in 1905. Among other provisions, this charter charged the Red Cross:

to continue and carry on a system of national and international relief in time of peace and apply the same in mitigating the sufferings caused by pestilence, famine, fire, floods, and other great national calamities, and to devise and carry on measures for preventing the same.

-U.S. Congress, act of January 5, 1905, as amended, 36 U.S.C.

The authority of the American Red Cross to provide disaster services was reaffirmed by federal law in the 1974 Disaster Relief Act (Public Law 93-288) and in the 1988 Robert T. Stafford Disaster Relief and Emergency Assistance Act.

V. ORGANIZATION OF THE AMERICAN RED CROSS

The national headquarters of the American Red Cross is located in Washington, D.C. National headquarters is responsible for implementing policies and regulations that govern American Red Cross activities, and for giving administrative and technical supervision and guidance to the chartered units. Chartered units include chapters and Blood Services regions. The Board of Governors has delegated to the duly-constituted volunteer governing board of each chartered unit the authority and responsibility for: (a) governance of the chartered unit, (b) delivery of authorized services in the territorial jurisdiction of

the chartered unit, and (c) meeting corporate obligations in conformance with and subject to the limitations stated in corporate regulations.

The American Red Cross provides the following five (5) services: Armed Forces Emergency Services, Biomedical Services, Disaster Services, Health and Safety, Youth, and Community Services, and International Services.

Each chartered unit has the authority and responsibility for carrying out the purposes of the American Red Cross, for delivering local American Red Cross services, and for meeting corporate obligations within the territorial jurisdiction assigned in conformity with corporate regulations. The chartered units ("chapters") coordinate their work through voluntary state councils. There are approximately 1000 chapters across the United States.

Each chapter is responsible for providing disaster planning, preparedness, mitigation, education, and response. Each chapter has a disaster leadership team or committee. This team or committee studies the hazards of the locality and surveys local resources for personnel, equipment, supplies, transportation, emergency communications, and facilities available for disaster relief. The chapter disaster leadership also formulates cooperative plans and procedures with local government agencies and private organizations for carrying on relief operations should a disaster occur. Through its nationwide organization, the American Red Cross coordinates its total resources for use in large disasters. Services will be provided to those in need regardless of citizenship, race, religion, age, sex, or political affiliation.

VI. ORGANIZATION OF THE AMERICAN RADIO RELAY LEAGUE

The ARRL is organized in relevant part, for the promotion of interest in Amateur Radio communication and experimentation; the establishment of Amateur Radio networks to provide electronic communications in the event of disasters or other emergencies; the furtherance of the public welfare; the advancement of the radio art; the fostering and promotion of noncommercial intercommunication by electronic means throughout the world; and for related purposes. It is governed by a Board of Directors composed of 15 persons who are elected on a regional basis by the membership. Its headquarters is located in Newington, Connecticut. Since 1914, the ARRL has been the standard-bearer in amateur radio affairs throughout the United States. The ARRL Field Organization covers the United States and U.S. territories. The field organization is administered by elected Section Managers in the 71 ARRL Sections (a section is an ARRL-created political boundary roughly equivalent to states or portions thereof). Emergency communications are provided by the ARRL-sponsored Amateur Radio Emergency Service (ARES). Organized under the Section Manager and directed by a Section Emergency Coordinator, the ARES field organization includes District Emergency Coordinators and local Emergency Coordinators, who provide leadership and training for the thousands of ARES members. Complementing the ARES is the National Traffic System (NTS). Organized under the Section Manager and directed by a Section Traffic Manager, NTS nets cover widespread as well as local areas. These nets function daily in the handling of formal message traffic. Working and training together, the ARES and NTS volunteers provide emergency communications and message handling that is designed to meet the needs of any emergency situation.

VII. METHOD OF COOPERATION

The ARRL recognizes the American Red Cross as having primary responsibility for responding to domestic disasters. Therefore, the ARRL desires to maintain a harmonious and cooperative relationship with the American Red Cross in providing emergency communication services to the entire community affected by a disaster. In order that the resources of the American Red Cross and the ARRL may be coordinated and used to the fullest advantage in rendering disaster relief, both agencies agree to the following:

1. Close liaison will be maintained between the national headquarters of the American Red Cross and the ARRL by conferences, meetings, telephone, facsimile, electronic messaging, and other means. Each organization will share current data regarding disasters, disaster declarations, and changes in regulations, technology and legislation related to communications. The same interaction and liaison will be encouraged at all levels of both organizations.
2. ARRL agrees to supply American Red Cross with lists of local Emergency Coordinators on an annual basis. American Red Cross agrees to supply ARRL with State Disaster Lead Chapter addresses and points of contact on an annual basis. The ARRL will maintain a list of deployed Amateur Radio Operators. In such cases when the operators are required to carry American Red Cross identification, they must register at American Red Cross disaster operations headquarters as American Red Cross volunteers. Upon ARRL's request, the American Red Cross will provide the first name and last name of American Red Cross registered Amateur Radio Operators to ARRL.
3. Chapters and other administrative units of each organization, with general guidance and assistance from their national units, will be encouraged to engage in training exercises, as appropriate. Also, these units may perform other cooperative efforts such as disaster planning and preparedness, first aid, cardio-pulmonary resuscitation (CPR), health courses, communications training, and community Disaster Education, as well as providing disaster relief services and supplies.
4. The ARRL may provide volunteers to assist the American Red Cross with communications in support of disaster relief roles as may be mutually agreed upon. Except as set forth below, all such personnel shall be at all times considered ARRL volunteers. The American Red Cross and the ARRL personnel may serve on each other's local disaster committees and/or boards as mutually agreed upon in individual cases.
5. Volunteers from ARRL, ARES, and NTS may, under conditions and terms established by American Red Cross from time to time, also serve as American Red Cross volunteers for a mutually agreed upon task or function. Such volunteers shall have the responsibilities and be entitled to the privileges of an American Red Cross volunteer for the designated period in accordance with, and subject to, all American Red Cross standards and regulations.
6. Notwithstanding the foregoing, it is understood and agreed that radio amateurs, being licensed and regulated by the Federal Communications Commission, shall at all times exercise sole and exclusive control over the operation of their radio stations. Such control cannot be surrendered or delegated, in accordance with Federal law. As appropriate, the American Red Cross will provide identifying apparel or badges to wear in any activities performed in accordance with this Statement of Understanding.
7. The American Red Cross will encourage its service delivery units to communicate with local ARRL volunteers to explore opportunities for collaboration to provide mitigation and Community Disaster Education within their respective communities. Cooperative efforts could include distributing Community Disaster Education materials to targeted populations within the community, or requesting that local ARRL, ARES, and NTS volunteers be encouraged to take part in pre-disaster planning and work with the local chapter to provide amateur radio communications equipment and volunteers to meet the needs of the disaster communications plan. Additionally, the ARRL offers certification in Amateur Radio emergency communications, a training program that is mutually beneficial to the ARRL and to the American Red Cross. Volunteers holding valid ARRL Emergency Communications Certification credentials will be recognized for this knowledge.

8. Recognizing the need for advising the public of the work of both organizations, the American Red Cross and the ARRL will make every effort, through their public information offices during the time of disaster, to keep the public informed of their cooperative efforts and volunteer services.
9. Both ARRL volunteers and American Red Cross workers will work cooperatively at the scene of a disaster and in the disaster recovery, within the scope of their respective roles and duties.
10. In the event of a national disaster operation, ARRL local emergency communication volunteers will act as a local liaison to the American Red Cross.
11. Whenever there is a disaster requiring the use of amateur radio communications facilities, the Red Cross, through its local chapter or through the national sector, may request the assistance of the ARES and NTS near the scene of the disaster. This assistance may include: alert and mobilization of ARRL amateur radio volunteer emergency communications personnel in accordance with a prearranged plan, establishment and maintenance of fixed, mobile, and portable station emergency communication facilities for local radio coverage and point-to-point contact between American Red Cross personnel and locations and maintenance of the continuity of communications for the duration of the emergency period until normal communications channels are substantially restored, or until Amateur Radio communications are no longer necessary in support of the response to the disaster.
12. The American Red Cross and the ARRL will cooperate in the promulgation of a specific set of operational guidelines for the management of the health-and-welfare (disaster welfare) inquiry function both at the national and local levels. Copies of these guidelines will be distributed to local American Red Cross chapters and ARRL field organization officials.
13. The ARRL recognizes that the American Red Cross, working with officials in the disaster area, may need to establish guidelines concerning the acceptance, transmission, and distribution of health-and-welfare (disaster welfare) traffic by amateur radio. Accordingly, the ARRL amateur radio emergency communications volunteers will be encouraged to handle traffic in accordance with the needs of American Red Cross personnel in the disaster area, subject, nevertheless, to all applicable statutory and Federal Communications Commission regulations.
14. The ARRL recognizes that Red Cross chapters not in the disaster area may have the need for health-and welfare (Disaster Welfare Information [DWI]) traffic transmitted or received by Amateur Radio. The ARRL will encourage ARES and NTS volunteers to work with Red Cross chapters to provide this service using procedures cooperatively established during any particular disaster. All DWI traffic passed by amateur radio operators must follow NHQ ARC 2079H format.
15. Detailed operating plans for the utilization of the communications facilities of the Amateur Radio Service will be developed cooperatively between the local Red Cross chapter and local ARRL, ARES, and NTS personnel.
16. The American Red Cross and the ARRL will actively seek to determine other areas or services within their respective organizations where cooperation and support will be mutually beneficial and to amend this Statement of Understanding accordingly to include those additional areas or services.
17. The two organizations agree that any expenses incurred as a result of cooperation or collaboration under the terms of this Statement of Understanding will be apportioned as agreed

to in writing by both parties prior to incurring such expenses. In the absence of any such written agreement, each party shall bear its own costs and expenses exclusively.

18. The use of the name and emblem of the American Red Cross and ARRL by the other shall be allowed only in the case of particular projects undertaken pursuant to the prior express written consent of both organizations and when such projects are in conformity with American Red Cross regulations and ARRL policy.
19. The American Red Cross and the ARRL will inform their chapters, members, other units or departments, and administrative offices of, and otherwise widely distribute, this agreement and will urge full cooperation with each other.

VII PERIODIC REVIEW

Representatives of the American Red Cross Disaster Services and the ARRL will, on an annual basis, on or around the anniversary date of this agreement, jointly evaluate progress in the implementation of the Statement of Understanding and revise and develop new plans or goals as appropriate.

IX TERM OF STATEMENT OF UNDERSTANDING

This SOU shall be effective on September 17, 2002 and terminate on September 16, 2007. Six months prior to termination, the parties shall meet to review the progress and success of the SOU and determine whether it shall be extended for an additional five years. In no event shall any single extension of this SOU be for a term exceeding five years.

It is understood by both parties that at any time this Statement of Understanding may be terminated by written notification from either party to the other.

X. MISCELLANEOUS

This Statement of Understanding does not create a partnership or a joint venture, and neither party has the authority to bind the other.

(signed)

Jim Haynie
President
The American Radio Relay League, Inc.
September 17, 2002

John McDivitt
Executive Vice President
Disaster Services
The American National Red Cross
September 17, 2002

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE NATIONAL WEATHER SERVICE
AND
THE AMERICAN RADIO RELAY LEAGUE, INC.**

I. PURPOSE

The purpose of this document is to state the terms of a mutual agreement (Memorandum of Understanding) between the National Weather Service (NWS) and the American Radio Relay League, Inc. (ARRL), that will serve as a framework within which volunteers of the ARRL may coordinate their services, facilities, and equipment with NWS in support of nationwide, state, and local early weather warning and emergency communications functions. It is intended, through joint coordination and exercise of the resources of ARRL, NWS, and Federal, State and local governments, to enhance the nationwide posture of early weather warning and readiness for any conceivable weather emergency.

II. RECOGNITION

The National Weather Service recognizes that the ARRL is the principal organization representing the interests of more than 400,000 U.S. radio-amateurs and because of its Field Organization of trained and experienced communications experts, can be of valuable assistance in early severe weather warning and tornado spotting.

The American Radio Relay League recognizes the National Weather Service with its statutory responsibility for providing civil meteorological services for the people of the United States. These services consist of:

1. Issuing warnings and forecasts of weather and flood conditions affecting the nation's safety, welfare and economy; and,
2. Observing and reporting the weather of the U.S. and its possessions.

To perform these functions and many related, specialized weather services, NWS operates a vast network of stations of many types within the U.S.; it cooperates in the exchange of data in real time with other nations, including obtaining of weather reports from ships at sea.

III. ORGANIZATION OF THE AMERICAN RADIO RELAY LEAGUE

The American Radio Relay League is a noncommercial membership organization 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 the maintenance of fraternalism and a high standard of conduct. A primary responsibility of the Amateur Radio Service, as established by the Federal Communications Commission, is the rendering of public service communications for the general public, particularly in times of emergency. Using Amateur Radio operators in the amateur frequency bands, the ARRL has been serving the public, both directly and through government and relief agencies, for more than fifty years. To that end, the League created the Amateur Radio Emergency Service (ARES) and the National Traffic System (NTS). The League's Field Organization consists of sixty-seven administrative sections managed by elected Section Managers. A Section is a League-created political boundary roughly equivalent to states (or portions thereof). The Section Manager appoints expert assistants to administer the various emergency communications and public service programs in the section. Each section has a vast cadre of volunteer appointees to perform the work of Amateur Radio at the local level, under the supervision of the Section Manager and his/her assistants.

IV. ORGANIZATION OF THE NATIONAL WEATHER SERVICE

The National Weather Service consists of a National Headquarters in Washington, D.C., and six regional offices in the United States: Eastern, Southern, Central, Western, Alaska, and Pacific. An NWS Public Information Office is located at Weather Service Headquarters. Fifty-two Weather Service Forecast Offices and 209 Weather Service Offices provide warnings and forecasts to the Nation.

SKYWARN is the spotter program sponsored by the NWS. Radio amateurs have assisted as communicators and spotters since its inception. In areas where tornadoes and other severe weather have been known to threaten, NWS recruits volunteers, trains them in proper weather spotting procedures and accepts the volunteers' reports during watches and episodes of severe weather. By utilizing the SKYWARN volunteers, the NWS has "eyes and ears" throughout the affected area in conjunction with NWS sophisticated weather monitoring equipment.

V. PRINCIPLES OF COOPERATION

- A. The American Radio Relay League agrees to encourage its volunteer Field Organization appointees, especially the Amateur Radio Emergency Service, to contact and cooperate with Regional Weather Service Headquarters for the purpose of establishing organized SKYWARN networks with radio amateurs serving as communicators and spotters.
- B. ARRL further agrees to encourage its Section management teams to provide specialized communications and observation support on an as-needed basis for NWS offices in other weather emergencies such as hurricanes, snow and heavy rain storms, and other severe weather situations.
- C. The National Weather Service agrees to work with ARRL Section Amateur Radio Emergency Service volunteers to establish SKYWARN networks, and/or other specialized weather emergency alert and relief systems. The principle point of contact between the ARRL Section and local NWS offices is the Meteorological Services Division of the appropriate NWS Regional Office. The addresses of the Regional offices are listed below. The national contact for ARRL is the Public Service Branch, ARRL Headquarters, Newington, CT 06111.

National Weather Service Eastern Region
NOAA
585 Stewart Avenue
Garden City, New York 11530
Tel: 516-228-5400

National Weather Service Western Region
NOAA
Box 11188, Federal Bldg.
125 S. State Street
Salt Lake City, Utah 84147
Tel: 801-524-5122

National Weather Service Southern Region
NOAA
819 Taylor Street, Rm. 10A26
Fort Worth, Texas 76102
Tel: 817-334-2668

National Weather Service Alaska Region
NOAA
Box 23, 701 C St.
Anchorage, Alaska 99513
Tel: 907-271-5136

National Weather Service Central Region
NOAA
601 E. 12th St., Rm. 1836
Kansas City, Missouri 64106
Tel: 816-374-5463

National Weather Service Pacific Region
NOAA
P.O. Box 50027
Honolulu, Hawaii 96850
Tel: 808-546-5680

STATEMENT OF UNDERSTANDING
between
THE SALVATION ARMY
and
THE AMERICAN RADIO RELAY LEAGUE, INC.
with respect to DISASTER SERVICES

Purpose

The purpose of the agreement between the American Radio Relay League, Incorporated and The Salvation Army in the United States of America is to establish a framework for cooperation between the two organizations for relief of disaster victims. It is intended that coordination of facilities, equipment and personnel of the two organizations may provide better service of victims of natural or man-made disasters.

Responsibilities

The American Radio Relay League, since its inception in 1914 up to the present, has observed a self-imposed responsibility for the welfare and conduct of the Amateur Radio Service as regulated by Part 97 of FCC's Rules and Regulations. Principal in that responsibility has been the rendition of public service and communication through the handling of third party communications for the general public, and communications in time of emergency when normal communications are not available. Using amateur radio operators in the amateur bands, the American Radio Relay League has been in the forefront of this activity in serving the general public directly and through government and welfare agencies, and continues to do so. To that end, in 1935, the Amateur Radio Emergency Corps was organized; and in 1949, the National Traffic System was established.

The Salvation Army has, for many years, provided emergency services to individuals and groups in time of disaster. This service has received public recognition. The Congress of the United States of America enacted the Disaster Relief Act of 1970, which, as amended by the Disaster Relief Act of 1974, Public Law 93-288, officially recognized the capabilities of The Salvation Army.

Since that time, The Salvation Army has entered into specific agreements with other agencies concerned with emergency and disaster relief services both public and private.

Recognition

The Salvation Army recognizes that the American Radio Relay League, because of its organized emergency communications facilities, can be of invaluable assistance in providing communications during emergencies and disasters when normal lines of communication are disrupted.

The American Radio Relay League, Incorporated, recognizes The Salvation Army as an agency whose corporate charter merits sanction by the Federal government to provide community aid in times of disaster. It further recognizes The Salvation Army as a channel for voluntary service during such time.

Organization of the American Radio Relay League and The Salvation Army

The American Radio Relay League (ARRL) is the principal organization representing the interests of U.S. Radio Amateurs. It is governed by a Board of fifteen directors elected by the membership. For more than 80 years, ARRL has been the standard-bearer in amateur radio affairs throughout the U.S.

For emergency communications, ARRL sponsors the Amateur Radio Emergency Service (ARES), a division of its over-all public service organization. The ARES is organized under

local emergency coordinators, with local plans coordinated through section (usually state) emergency coordinators and a public service coordinator located at ARRL's Newington, Connecticut international headquarters. The National Traffic System (NTS) functions daily in handling medium and long haul message traffic, and is ready at all times to function in an emergency situation.

The Salvation Army in the United States of America has its national headquarters in Alexandria, Virginia, and is incorporated under the laws of New Jersey. For administrative purposes, the United States is divided into four territories, each having its own headquarters and corporate structure. These territories and headquarters are:

- Central Territory -- Des Plaines, IL
- Eastern Territory -- West Nyack, NY
- Southern Territory -- Atlanta, GA
- Western Territory -- Rancho Palos Verdes (Los Angeles), CA

Reporting to each territorial office are from nine (9) to eleven (11) divisional administrative centers, strategically located in the territories. Salvation Army personnel in these centers direct activities in from one (1) to four (4) states. Reporting to divisional centers are local corps community centers (churches) and social service institutions of other types; also reporting to divisional centers are numerous local volunteer committees operating in smaller communities.

Principles of Cooperation

In order that dependable communications might be maintained and that relief operations might be quickly expedited, the American Radio Relay League, Incorporated and The Salvation Army agree that:

- A. Each organization will, through channels to its local units, encourage ongoing liaison with the other, urging both staff and volunteers to create and maintain adequate communication and effective relationships at all levels.
- B. Each organization will participate in cooperative pre-disaster planning and training programs at local, regional and national levels.
- C. Each organization will, in times of disaster, cooperate to meet the needs of disaster victims, and of the agencies and organizations attempting to serve them. Each will make its facilities, resources, and capabilities accessible to the other, in accordance with established plans and procedures for cooperative service.
- D. Each organization will work through its own lines of authority and respect the lines of authority of the other.
- E. Each organization will distribute copies of this agreement through channels to its own field units, and to other organizations, both public and private, which may have an active interest in emergency and disaster relief.

revised January 1996

Radio Communications and the CIBA Hilly Hundred Weekend

Radio communications support for the Central Indiana Bicycle Association (CIBA) Hilly Hundred Weekend is provided by independent volunteer amateur radio operators. These include members of Bloomington Amateur Radio Club, the Indiana University Amateur Radio Club, the Monroe County ARES-RACES Group (an affiliate of ARRL and local Emergency Management), and the Monroe County Repeater Association, as well as other amateur radio operators from across the state.

1. **Volunteer.** Radio amateurs volunteer for service at Hilly Hundred Weekend through both CIBA and the amateur radio groups. CIBA oversees organizing supplies and support, while local hams then organize the communications assignments in collaboration with CIBA.
2. **Assignments.** Minimum requirements are five (5) radio operators each day: Net Control, three (3) rest stops, and one (1) roving SAG (support and gear). Radio amateurs typically provide enough volunteers to backup all four stationary positions, as well as radio support in upwards of six roving SAG vehicles. Often, additional hams will accept assignment as stationary SAGs at the rest stops. Additionally, volunteers may change locations, be reassigned, and fill in as needed as the event unfolds.
3. **Responsibilities and Duties.** CIBA is responsible for operation of the Hilly Hundred Weekend events. Radio amateurs are responsible for communication. SAG duties are part of the CIBA structure, but hams doing double duty as SAGs are also part of the communications structure. It is important to maintain this dichotomy of responsibility.
 - **Net Control:** It will be the duty of the Net Control Operator to organize the traffic to and from the remote stations, to communicate information to and from CIBA Command Center and CIBA volunteers on the route, to direct traffic between radio amateurs both on the route and on station in a manner that best serves the needs of CIBA. It is also the duty of the NCO to maintain and operate the *Net Control Station* in a manner that best serves the needs of the radio amateurs, consistent with FCC regulations.
 - **Station Hams:** Communications to and from the six (6) rest areas will be through assigned stationary radio operators. It will be the duty of such Station Ham to check in with the rest stop director at least 15-30 minutes prior to posted opening time and advise that the ham will organize traffic to and from the CIBA workers at the rest stop and the CIBA Command Center, will maintain communication between Command Center and CIBA SAGs, and will pass traffic from bicyclists to and from Command Center. It is the duty of the Station Ham to maintain and operate the remote station in a manner consistent with FCC regulations and best ham practice.
 - **SAG Hams:** Radio amateurs will provide communication between CIBA Command Center and SAGs (either as ride-along ham, as SAG driver/ham, or as a Stationary SAG). It will be the duty of the SAG Ham to maintain either a base or mobile station at the SAG location consistent with FCC regulations and best ham practice.

4. **Radio Frequencies.** Hilly Hundred Weekend will use two primary frequencies. The repeater net frequency will be 146.64 (- .600 offset). The simplex tactical frequency will be 146.58. The backup net frequency will be either the N9TC 146.895 (- .600 offset, PL 136.5 Hz) repeater or the WB9HZX 147.18 (+ .600 offset, PL 136.5 Hz) repeater. Tactical traffic is sometimes passed using 443.775 (+ 500 offset, PL 136.5 Hz). Determination will be directed by NCS. The selection of these, or other, frequencies by Hilly Hundred Weekend in no way prohibits their use by other radio amateurs. Proper amateur operation and courtesy shall be observed at all times.
5. **Net Operations.** The Hilly Hundred Weekend is a *Directed Net*. All communications traffic will be channeled through the Net Control Station. NCO will not attempt to start the net until the frequency is clear. WB8TLH (146.64) will be placed in net mode (no PL tone, single courtesy beep) unless band conditions warrant a protective PL tone. At such time, and at appropriate intervals, Net Control will announce that a PL of 136.5 Hz would be required to access the net. “Emergency” or “Priority” traffic, whether from the event or from other sources, will have priority over all other traffic.
6. **Prioritizing Traffic/Words.**
EMERGENCY--Any message having life and death urgency to any person or group of persons, which is transmitted by Amateur Radio in the absence of regular commercial facilities. This includes official messages of welfare agencies during emergencies requesting supplies, materials or instructions vital to relief of stricken populace in emergency areas. During normal times, it will be *very rare*. When in doubt, do not use it.
PRIORITY--This is for a) important messages having a specific time limit, b) official messages not covered in the emergency category, c) press dispatches and emergency-related traffic not of the *utmost* urgency, d) notice of death or injury in a disaster area, personal or official.
WELFARE--This refers to either an inquiry as to the health and welfare of an individual in the disaster area or an advisory from the disaster area that indicates all is well. Welfare traffic is handled only after all emergency and priority traffic is cleared.
ROUTINE--99 out of 100 messages will be *Routine* traffic/words and will be prioritized by NCS depending upon the needs of CIBA. In disaster situations, traffic labeled Routine should be handled last, or not at all when circuits are busy with higher precedence traffic. NCS will typically use “Wait” or “Stand by” to line up calling stations during high traffic periods or while consulting with appropriate authorities, such as CIBA Command Center.
7. **Simplex Tactical Frequency.** When within range, mobile SAGs and hams may contact the Station Hams using the simplex frequency 146.58. These shall be informal contacts using standard station-to-station protocols and requiring no net discipline. Where possible, at least one station at each location will be monitoring the simplex frequency. If it is difficult to make contact, rely on NCS to pass the traffic on the Hilly Hundred net. “*Rest Area 2. Please meet SAG [callsign] on simplex*” or “*ARL ELEVEN on 146.58*” – see ARRL Radiogram, the “check” is “ARL,” not ARRL.
8. **Accuracy and Brevity.** Hams will endeavor to limit transmissions to 20-30 seconds and will pause between transmissions in order to allow traffic of higher priority to be passed on the net. *Writing down (or logging) both incoming and outgoing messages facilitates accuracy and brevity.*

Tactical Callsigns. The use of tactical callsigns to save time and assist in location will be encouraged. Mobile hams and SAGs may use suffixes as tactical callsigns. FCC regulations requiring full call identification at the end of each contact (and at 10 minute intervals) will be strictly followed.

*Rest Area one, this is Net Control ...Net Control, this is Rest Area one
[traffic/words]*

... [callsign], Rest Area one, clear ...[callsign], Net Control, clear

Direct Contact and Third Party Traffic. These tactics can save valuable airtime and are often more accurate than voice relays through the NCS.

Direct Contact. NCS will honor requests for “...*permission to go direct with [callsign].*” This is similar to National Traffic System (NTS) “Tactical dispatching,” except, for expediency, the transmitting station, rather than the receiving station, shall initiate the direct call. Both stations will end *Direct Contact* with “[callsign] clear.”

Third Party Traffic. When passing traffic between non-hams (such as between a CIBA official and a CIBA volunteer) or between a ham and a non-ham, operators may use “third party traffic” techniques to facilitate the information exchange. The control operator should inform the third party of FCC rules, instruct them to keep transmissions short, and maintain control of the PTT switch. Hams operating *Third Party Traffic* will clear with “[callsign] ending third party traffic.” If possible, a better choice would be to use “formal” NTS messages and ARRL Radiograms.

9. **Code and Ciphers.** Amateur radio operators may not hide the meaning of communications by putting them in codes or ciphers – except for a few specific exceptions cited in FCC Part 97. CW is one of the exceptions; another is the ARRL “numbered Radiograms.” These may prove useful for events. However, since this is a “phone” net, reading the entire Radiogram may be cumbersome. Balance the use of these numbered communications for instances in which accuracy and radio security are more important than expediency.

ARRL Numbered Radiograms for Emergency Use: [adapted]

ONE -- Everyone safe here. Please don't worry.

TWO -- Coming home as soon as possible.

THREE -- Am in ____ hospital. Receiving excellent care and recovering fine.

FOUR -- Only slight property damage here. Do not be concerned about disaster reports.

FIVE -- Am moving to new location. Send no further mail or communication. Will inform you of new address when relocated.

SIX -- Will contact you as soon as possible.

EIGHT -- Need additional ____ mobile or portable equipment for immediate emergency use.

NINE -- Additional ____ radio operators needed to assist with emergency at this location.

TEN -- Please contact _____. Advise to standby and provide further emergency information, instructions or assistance.

ELEVEN -- Establish Amateur Radio emergency communications with _____ on ____ MHz.

THIRTEEN -- Medical emergency situation exists here.

FOURTEEN -- Situation here becoming critical. Losses and damage from ____ increasing.

FIFTEEN -- Please advise your condition and what help is needed.

SIXTEEN -- Property damage very severe in this area.

EIGHTEEN -- Please contact me as soon as possible at _____.

NINETEEN -- Request health and welfare report on _____.

(State name, address and telephone number.) [Transmit this ONLY after request from NCS.]

TWENTY -- Temporarily stranded. Will need some assistance. Please contact me at _____.

TWENTY ONE -- Search and Rescue assistance is needed by local authorities here. Advise availability.

TWENTY TWO -- Need accurate information on the extent and type of conditions now existing at your location. Please furnish this information and reply without delay.


TWENTY THREE -- Report at once the accessibility and best way to reach your location.

TWENTY FOUR -- Evacuation of residents from this area urgently needed. Advise plans for help.

TWENTY SIX -- Help and care for evacuation of sick and injured from this location needed at once.

ARRL Message Form

In times of emergency, radiograms may be used to communicate information critical to saving lives or property or to inquire or learn about the health or welfare of a disaster victim. During these times, NTS works in concert with ARES and other emergency and disaster relief organizations. In some cases, the message form also serves as a log of the operation. Multiple copies of this form will be distributed to volunteers and ARS operators.

	<p>The American Radio Relay League RADIOGRAM Via Amateur Radio</p>						
	Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed
To:				This Radio Message was received at:			
				Amateur Station _____			
				Date _____ Phone _____			
				Name _____			
				Street Address _____			
				City, State, Zip _____			
Telephone Number:							
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
Signature							
REC'D	From	Date	Time	SENT	To	Date	Time
A licensed Amateur Radio Operator, whose address is shown above, handled this message free of charge. As such messages are handled solely for the pleasure of operating, a "Ham" Operator can accept no compensation. A return message may be filed with the "Ham" delivering this message to you. Further information on Amateur Radio may be obtained from ARRL Headquarters, 225, Main Street, Newington, CT 06111.				The American Radio Relay League, Inc. is the National Membership Society of licensed radio amateurs and the publisher of QST Magazine. One of its functions is promotion of public service communication among Amateur Operators. To that end, The League has organized the National Traffic System for daily nationwide message handling.			

In accordance with FCC regulations, the contents of messages handled by amateur radio are not divulged to any unauthorized persons. These communications are furnished without any form of compensation. This form is more efficient than many "relays" which may be incorrectly "translated" by the operators, especially if there is a high percentage of special agency terminology or technical terms.

ARRL FSD-3 contains Relief *Emergency Recommended Procedures* which allow for the use of "numbered" Radiograms. FCC rules and regulations allow for these ARRL numbered shortcuts as they are not intended to obscure the contents of the message, but rather to further reduce the possibility of ambiguity or error. These "numbers" refer to the following shortcuts in **Group One for Possible Relief Emergency** traffic – not to the "message number" box on the Radiogram:

10. **Personal Supplies.** Hilly Hundred Weekend assignments and duties create different scenarios for each operator's need for personal supplies. Monroe County ARES-RACES members have an "Emergency Response Preparation" list which can be adapted to the Hilly Hundred Environment, depending upon assignment. ARRL provides suggestions for such supplies in publications and on the www.arrl.org website.

Operators assigned to Rest Areas 1, 3, 4 and 6 will have access to snacks, fruit, and water; the Lunch Stops (Rest Areas 2 and 5) will have full lunches available. Operators assigned to a critical location or reassigned to meet needs may not have immediate access to food and water. Mobile hams and SAG support operators will probably be able to reach an appropriate rest stop.

If you have specific meal times or need to have particular meals, plan on packing a meal and liquids at least as back-up to whatever is available on the route. Volunteers must not rely on meals being delivered by the mobile operators. SAGs are responsible for supporting the riders.

Basic Deployment Equipment Checklist [adapted]

- HT (or mobile) with 2-meter TxRx capability
 - Multi-band HTs should have at least 70 cm TxRx and wide-band Rx capability.
 - Appropriate portable/mobile gain antenna, connections and adapters
 - Earphone and/or speaker mic
 - Extra batteries and auxiliary power adapters
- Pencil and paper (including logging sheets)
- Callsign and location roster.
- Wireless telephone and emergency telephone numbers.
- An appropriate map of the locale
[route and area maps supplied by CIBA Hilly Hundred]
- Identification:
 - Laminated wallet-size copy of the FCC amateur operator/station license
 - ARES and/or RACES photo ID card
 - Participating agency ... ID card(s)
[CIBA Hilly Hundred hang-tag and meal bracelet strap]
 - BARC Communications and/or EMA Emergency vehicles sign(s)
[appropriate Hilly Hundred-supplied SAG, Communications, First Aid signage]
- Appropriate clothing, sunscreen, insect repellent, camp stool or folding chair
- Food and water.
- Appropriate prescriptions and necessary OTC drugs. It is a good idea to carry some description of any personal physical or medical condition that may be needed to assist you in an emergency.
- Cooler and dry pack.

Science Olympiad State Tournament Amateur Radio Operator Policy and Procedures

1. The net for the Indiana Science Olympiad State Tournament will operate on K9IU, 146.94 (PL 136.5). Net Control may establish tactical nets on simplex frequencies or on other repeaters. Primary simplex frequency will be 146.58. The secondary repeater will be K90K, 146.64 (PL 136.5).
2. The Science Olympiad Net is a directed net. All communications will be through Net Control. Permission to "go direct" and permission for non- participating stations to use the frequency may be granted. Third party conversations will be encouraged in order to facilitate accurate communication between Tournament officials.
3. All participating stations will use tactical callsigns descriptive of the assignment: Net Control, Rover, Tina's Shadow, Chemistry, etc. Locations with multiple operators may be designated with a number - *i.e.*, Swain 1 - if it is necessary to distinguish between operators. FCC regulations require callsign identification at the end of a contact and every ten (10) minutes during a contact.

Sample contact:

Tactical Station: Net Control, this is Swain 1

Net Control Station: Swain 1, this is Net Control. Go ahead.

Tactical Station: Net Control, the Event Coordinator for ... [event]

Net Control Station: Swain 1, you have permission

Tactical Station: Net Control, this is Swain 1, KC9BWV, clear.

Net Control Station: This is Net Control, KB9RVB, standing by.

Keep transmissions as brief as possible. We should never need to do a 10- minute FCC ID.


4. The Science Olympiad Net will follow the NTS message priority system.
 4. ROUTINE -- Most messages.
 3. WELFARE -- An inquiry as to the health and welfare of an individual or an advisor from officials relative to the status of an individual.
 2. PRIORITY -- Messages having a time limit; official messages not emergency; other emergency-related traffic not of utmost importance; notice of personal or official injury or death at a location.
 1. EMERGENCY -- Any message having life or death urgency, including requests for supplies, materials or instructions vital to emergency relief. Very rare. When in doubt, do not escalate traffic to EMERGENCY priority status.
- 99 44/100% of all traffic will be ROUTINE. We may have one or two time-value PRIORITY messages and perhaps a single WELFARE inquiry.

5. Do not use names of student participants. This is particularly important in the case of injury, illness or missing persons. In such events, Tournament officials will request specific information intended to alleviate the incident or expedite assistance. If a Tournament official passes a name, assume permission to do so was obtained or a tactical decision was made. In no case would this decision be made by the amateur radio operator, by an Event Coordinator, or by a school representative without consultation with the Tournament officials.
6. Upon arrival on station, the radio amateur should visit each contest venue and identify to the Event Coordinators. Inform them of your primary location. Tell them that your assignment is to pass information between them and Tournament officials, scoring, and arbitration committees. Ask if there are any special considerations that you should honor if/when you need to enter their venue.
7. The radio amateur is primarily a communicator. We are not part of the Tournament officialdom. We have no authority to make decisions relative to the operation of the Tournament or of specific events. Do not become involved in disputes between participants and officials. Do not express opinions concerning scoring, judging, or management of events. Communicate. If a confrontation appears to escalate, communicate that to Tournament officials clearly without inflaming the situation. FCC regulations do not allow coded messages.
8. Along the same lines, the Science Olympiad State Tournament takes place in many buildings, widely separated on the Indiana University-Bloomington campus. Many participants and their coaches may have misgivings about getting to the next venue in a timely manner. Restrain your natural instinct to intervene. Offering assistance could result in a disqualification if a protest is filed. If approached, suggest that the participant contact Tournament for assistance.
9. The radio amateur is the communicator, not the gopher. The organizers and staff are responsible for having the appropriate supplies and equipment on hand for each event. It would be appropriate to ask you to request additional materials from the staff. It would not be appropriate for event staff to ask that you leave your post to obtain that material. On the other hand, if the Tournament officials make such a request through Net Control, you may comply if you feel comfortable doing so.
10. If you have to leave your post or if you have to go off the air, please notify and request permission from Net Control before doing so. In most cases, there will be no problem honoring such a request. However, it is better to be safe. At the end of the Tournament, you will be released from your post as soon as Tournament officials determine that all information has been turned in.

Thank you!

ARRL Message Form

In times of emergency, radiograms may be used to communicate information critical to saving lives or property or to inquire or learn about the health or welfare of a disaster victim. During these times, NTS works in concert with ARES and other emergency and disaster relief organizations. In some cases, the message form also serves as a log of the operation. Multiple copies of this form will be distributed to volunteers and ARS operators.

	The American Radio Relay League RADIOGRAM Via Amateur Radio						
	Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed
To:				This Radio Message was received at:			
				Amateur Station _____			
				Date _____ Phone _____			
				Name _____			
				Street Address _____			
				City, State, Zip _____			
Telephone Number:							
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
Signature _____							
REC'D	From	Date	Time	SENT	To	Date	Time
A licensed Amateur Radio Operator, whose address is shown above, handled this message free of charge. As such messages are handled solely for the pleasure of operating, a "Ham" Operator can accept no compensation. A return message may be filed with the "Ham" delivering this message to you. Further information on Amateur Radio may be obtained from ARRL Headquarters, 225, Main Street, Newington, CT 06111.				The American Radio Relay League, Inc. is the National Membership Society of licensed radio amateurs and the publisher of QST Magazine. One of its functions is promotion of public service communication among Amateur Operators. To that end, The League has organized the National Traffic System for daily nationwide message handling.			

In accordance with FCC regulations, the contents of messages handled by amateur radio are not divulged to any unauthorized persons. These communications are furnished without any form of compensation. This form is more efficient than many "relays" which may be incorrectly "translated" by the operators, especially if there is a high percentage of special agency terminology or technical terms.

ARRL FSD-3 contains Relief *Emergency Recommended Procedures* which allow for the use of "numbered" Radiograms. FCC rules and regulations allow for these ARRL numbered shortcuts as they are not intended to obscure the contents of the message, but rather to further reduce the possibility of ambiguity or error. These "numbers" refer to the following shortcuts in **Group One for Possible Relief Emergency** traffic – not to the "message number" box on the Radiogram:

ARRL Message Format Instructions for NTS Traffic Handling

The letters ARL are inserted in the preamble in the **check** count and in the **text** before spelled out numbers or numbers in numeral form which represent text from **Group One**. Example:

NR 20 E W9INL ARL 9 BLOOMINGTON IN. MAY 15 AA MONROE COUNTY
EMA W 7TH STAA PHONE 349-2546 BT ARL EIGHT 2 ARL THIRTEEN ARL
SIXTEEN RBB SHELTER BT JOHN AR.

In plain text, this message reads: *Message number 20, Precedence Emergency, From W9INL, Check is 9 words, location Bloomington, IN, May 15, for Monroe County EMA at W 7th, telephone 349-2546. Text: need 2 additional mobile or portable units at this location, a medical emergency exists here, property damage very severe in this area RBB Shelter, Signed, John.*

Group One—For Possible Relief Emergency Use

ONE	Everyone safe here. Please don't worry.
TWO	Coming home as soon as possible.
THREE	Am in ____ hospital. Receiving excellent care and recovering fine.
FOUR	Only slight property damage here. Do not be concerned about disaster reports.
FIVE	Am moving to new location. Send no further mail or communication. Will inform you of new address when relocated.
SIX	Will contact you as soon as possible.
SEVEN	Please reply by Amateur Radio through the amateur delivering this message.
EIGHT	Need additional ____ mobile or portable equipment for immediate emergency use.
NINE	Additional ____ radio operators needed to assist with emergency at this location.
TEN	Please contact _____. Advise to standby and provide further emergency information, instructions or assistance.
ELEVEN	Establish Amateur Radio emergency communications with ____ on ____ MHz.
TWELVE	Anxious to hear from you. No word in some time. Please contact me as soon as possible.
THIRTEEN	Medical emergency situation exits here.
FOURTEEN	Situation here becoming critical. Losses and damage from ____ increasing.
FIFTEEN	Please advise your condition and what help is needed.
SIXTEEN	Property damage very severe in this area.
SEVENTEEN	REACT communications services also available. Establish REACT communication with ____ on channel ____.
EIGHTEEN	Please contact me as soon as possible at _____.
NINETEEN	Request health and welfare report on _____. (State name, address and telephone number.)
TWENTY	Temporarily stranded. Will need some assistance. Please contact me at _____.
TWENTY ONE	Search and Rescue assistance is needed by local authorities here. Advise availability.
TWENTY TWO	Need accurate information on the extent and type of conditions now existing at your location. Please furnish this information and reply without delay.
TWENTY THREE	Report at once the accessibility and best way to reach your location.
TWENTY FOUR	Evacuation of residents from this area urgently needed. Advise plans for help.
TWENTY FIVE	Furnish as soon as possible the weather conditions at your location.
TWENTY SIX	Help and care for evacuation of sick and injured from this location needed at once.

Emergency/priority messages originating from official sources must carry the signature of the originating official.

ARRL Radiogram Message Form Contents

Date of origin. The address should be complete and include a telephone number if known. The text should be short and to the point, and the signature should contain not only the name of the person sending the message but his title or connection also, if any.

Number. This is the number of the message. Select a start point for “1.”

Precedence.

Emergency—Any message having *life and death* urgency to any person or group of persons. This includes official messages of welfare agencies during emergencies requesting supplies, materials, or instructions vital to relief of stricken populace in emergency areas. These are handled *before* Priority, Welfare, or Routine traffic. Rarely used during non-emergency periods.

Priority—Important messages having a specific time limit: official messages not covered in the Emergency category, press dispatches and other emergency-related traffic not of the utmost urgency, personal or official notification of death or injury in a disaster. These are handled *after* Emergency traffic but *before* Welfare or Routine traffic.

Welfare—A message that is either;
 an inquiry as to the health of an individual in the disaster area or
 an advisory or reply from the disaster area that indicates all is well should carry this precedence. These messages are handled *after* Emergency and Priority traffic, but *before* Routine.

Routine—Most traffic in normal times will bear this designation. In disaster situations, traffic labeled Routine should be handled last, or not at all when circuits are busy with Emergency, Priority, or Welfare traffic.

Handling Instructions. Optional. This section is *not regularly used in Emergency Communications*, but once inserted is mandatory with all relaying stations. The following definitions apply:

HXA--(Followed by number) Collect landline delivery authorized by addressee within...miles. (If no number, authorization is unlimited.)

HXB--(Followed by number) Cancel message if not delivered within...hours of filing time; service originating station.

HXC—Report date and time of delivery (TOD) to originating station.

HXD—Report to originating station the identity of station from which received, plus date and time. Report identity of station to which relayed, plus date and time, or if delivered report date, time and method of delivery.

HXE—Delivering station get reply from addressee, originate message back.

HXF--(Followed by number.) Hold delivery until...(date).

HXG—Delivery by mail or landline toll call not required. If toll or other expense involved, cancel message and service originating station.

Station of Origin. The first amateur handler. (see **Place of Origin**)

Check. The number of words/groups in text only.

Place of Origin. City or town where message is sent. Not necessarily location of Station of Origin.

Time Filed. The time message is filed. Optional with originating station.

Address. Complete address including ZIP code of person who will receive this message.

Telephone Number. Complete telephone number including area code of person who will receive the message.

Text. Limit message to 25 words or less, if possible. Note that “X”, when used in the text as punctuation, counts as a word for **Check**..

Signature. The name of the person sending the message. It does not count as a word.

rcv'd (Received). During an emergency, an official who receives the message should sign in the box. Otherwise, the amateur who receives the message signs. Message forms may vary, so if this area is not on the form, sign on the back of the form.

Sent. During an emergency, an official who sends the message should sign in the box. Otherwise, the amateur who sends the message signs. Message forms may vary, so if this area is not on the form, sign on the back of the form.

ARES-RACES Asset List

ARES-RACES ASSET LIST		1. Incident Name	2. Date/Time Net Declared:	3. Change in Net Status:	4. Change in Net Status:	5. Date/Time Net Closed:	
5. Basic Amateur Radio Operator Utilization							
Callsign	Name	Equipment	Initial Status / Location	Function	Assignment/Location	Tactical Call	Remarks
6. Prepared by Amateur Radio Service Volunteer Unit:						Page	of