



Amateur Radio Emergency Service

Emergency Operations Plan for ST Tammany Parish



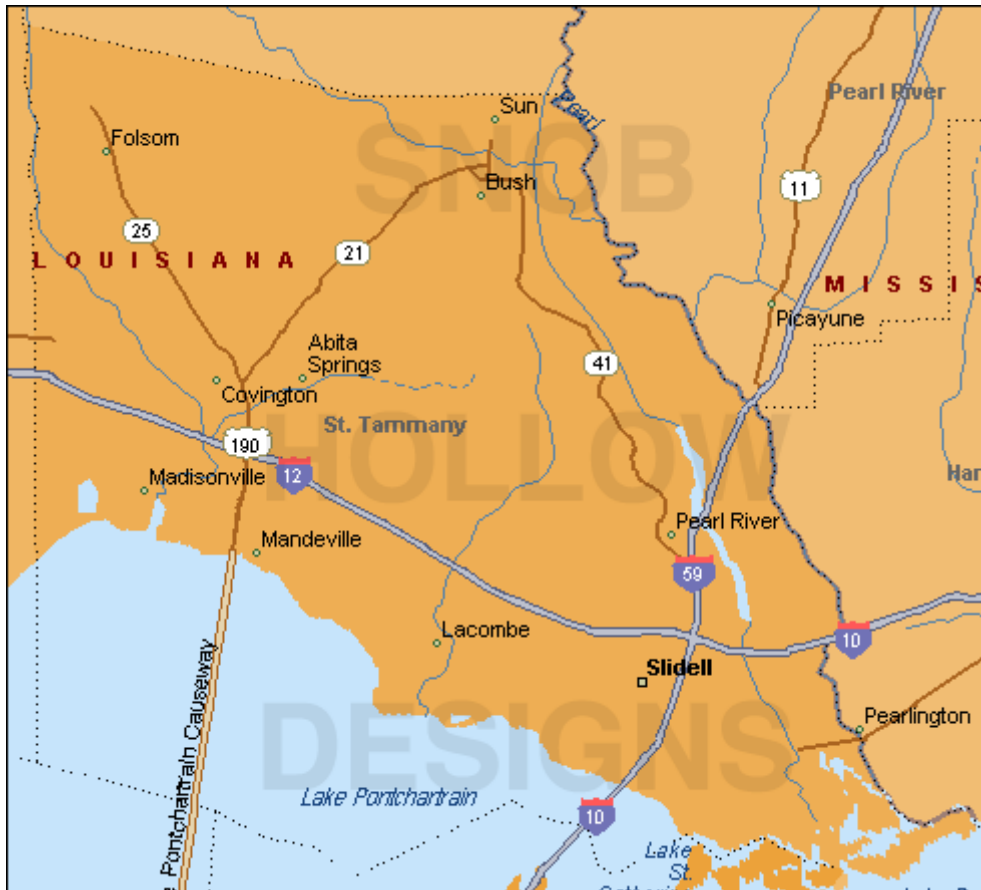
Amateur Radio Relay League – St Tammany Parish

January 2014

Version 1

A. LOCATION

St Tammany Parish, a parish (County) in Louisiana, located north of New Orleans.



<http://quickfacts.census.gov/qfd/states/22000.html>

Population (2013 Est.)	242,333	Medium Household Income (2012)	\$ 60,813
Sq. Mile Land Area	854	Persons per Sq. Mile (2010)	276.4
Housing Units (2013)	97.363		

B. PARISH EMERGENCY LEADERSHIP

St Tammany Parish Office of Homeland Security and Emergency Preparedness (OHSEP)

Dexter Accardo, Director

Hart, Rodney, Asst. Director

Powe, Clarence, Asst. Director

510 Boston St

Covington, Louisiana 70433

www.stpgov.org

St Tammany Parish ARES Emergency Coordinator (EC)

Mike Decossas, KB5OZE

62574 Brittany Dr

Lacombe, Louisiana 70445

504-442-7034 (cell)

www.selcoms.org

St Tammany Parish ARES Assistant Emergency Coordinator (AEC)

EOC Coordinator

Paul Strickland, WB9SUG

102 Wild Azalea Dr.

Covington, Louisiana 70433

National Weather Service – New Orleans

ARES Emergency Communication Coordinator (ECC)

Ron Reviere, WB5CXJ

Slidell, Louisiana

C. OPERATIONS

1. Safety

The overriding operational philosophy of Louisiana ARES is maintaining safety of personal. Under no circumstances will ARES personal place themselves in positions at direct risk nor engage in unsafe behavior. ARES leaders set an example not only for their team but for the population as a whole.

2. Activation

The St. Tammany Parish ARES group will activate based on the issuing of emergency alert levels coming from the St. Tammany Emergency Operations Center (EOC). These alerts will be sent directly to the following positions: ARES Emergency Coordinator, all ARES Assistant Emergency Coordinators, and the ARES Emergency Communication Coordinator. The EC or AECs' will contact the issuing official to determine the types of assistance required or available and the scope of activation.

Alert Designation	Description
Level 3	Tropical Storm/Hurricane in the Gulf of Mexico: Begin preparing go kits, ensure that all necessities are ready to be deployed.
Level 2	Tropical Storm/Hurricane threatening SE Louisiana: Load any/all go kits into vehicle, begin monitoring your local emergency repeater.
Level 1	Tropical Storm/Hurricane landfall within 24 hours: Secure all exterior "projectiles", ensure that all batteries are charged and all vehicles are fueled.

Members of St Tammany Parish ARES who suspect that a communications emergency may exist should monitor the primary ARES repeater, 147.270, for possible activation.

3. Mobilization

If telephone service is available, St Tammany Parish ARES members should be called by the designated telephone coordinator for the area covered by each ATT End Office in the parish. If telephone service is not available, ARES members will be notified on the ARES repeater utilizing the following frequency 147.270, PL 114.8hz.

4. Net Control Stations

The ARES net will be called to order by the Net Control Station (NCS). The NCS will be St Tammany Parish EOC and coordinated with the National Weather Service Station in Slidell, LA on the Ozone Amateur Radio Club's 147.270 repeater.

5. Coordination

Amateur Radio communications will be coordinated at the parish EOC through the establishment of Net Control under the direction of the Incident Command Communications Unit Leader. The ARES Emergency Coordinator and ARES Assistant Emergency Coordinator will assist the Incident Command Communications Unit Leader to accomplish the mission. If Incident Command is located at a facility other than the EOC, then Amateur Radio communications will be coordinated at the alternate facility.

6. Message Handling

All messages, except short questions or comments, shall be written traffic using the modified ICS-213 form (see page 6 & 7).

Messages being transmitted to the Louisiana EOC require approval by the St Tammany Parish Director of Homeland Security or his designee.

Messages within the Homeland Security system may require the use of the modified ICS-213 form (see page 6 & 7).

7. Records and Reports

All message forms and logs (including packet messages), check in rosters, or other documentation developed will be filed in a secure place, and turned over to the Net Control Station at the St Tammany EOC at the conclusion of the emergency. A record of assigned personnel and unit activities or information should be kept on ICS Form 214 Unit Log, Page 9. A record of equipment and personnel checked in to the incident should be kept on ICS Form 211 Incident Check In List, Page 10. A record of communications will be maintained on the ICS Form 309, Communications Log, Page 11.

8. St Tammany Parish ARES Available Operating Frequencies

North Shore Repeater Information:

Primary/St Tammany:	147.270 PL 114.8 Voice
Secondary/St Tammany	145.290 Minus off-set, 444.100 PL 114.8 Voice 145.010 Digi-Peater Packet
Secondary/West St Tammany:	146.715 PL 114.8
St Tammany Backup:	145.290 Voice

South Shore Repeater Information:

New Orleans Metro Area including Jefferson Parish

Primary:	146.860 PL 114.8
Secondary:	146.775 PL 114.8

- St Tammany EOC will work in conjunction with the National Weather Service for net control.

ARES Health and Welfare HF Frequencies:

Day: 7.2750 MHz LSB
Night: 3.8900 MHz LSB

Notes:

- Frequency changes from Day to Night (or visa versa) is dependent on approximant local sunrise and local sunset and frequency propagation conditions.
- As new digital data messaging systems are added we will be adding frequencies in the HF and VHF amateur radio bands.

Frequencies used will logged on ICS 217 – Support Information. These frequencies will be logged by the NCS at the use is initiated. See page 8.

DR#	GENERAL MESSAGE		MSG #:
TO:	POSITION:		
FROM:	POSITION:		
SUBJECT:	DATE:	TIME:	
MESSAGE:			
SIGNATURE:	POSITION:		
REPLY:			
DATE:	TIME:	SIGNATURE/POSITION:	

Modified ICS-213 Directions:

The DR# is designated as the event number. Either the EOC or the American Red Cross will designate a DR#. Use their number.

The MSG# Field is filled out by the amateur operator. The message number is in the following format:

00001-A initial message going out or coming in. The sending station specifies the number.

00001-B A response to the initial message. The replies back and forth should continue with -C, -D, etc.

00002-A Consists of the next message sent...and so on and so on.

The rest of the form is filled out exactly per the NIMS instructions.

Message notes:

- Although the operator does not have to fill out the entire form, please ensure that before you accept the form, that it is legible.
- By utilizing ICS-213, we empower our served agencies and free up valuable amateur resources.

Appendix 1 – Support Information

ICS FORM 217

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET		Frequency Band		Description			
Channel Configuration	Channel Name / Trunked Radio System Talk group	Eligible Users	Frequency N or W	Tone / NAC	Mode A, D or M	Remarks	
			RX – TX –				
			RX – TX –				
			RX – TX –				
			RX – TX –				
			RX – TX –				
			RX – TX –				
			RX – TX –				
			RX – TX –				
			RX – TX –				
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			RX – TX –				
			RX – TX –				
			RX – TX –				
			RX – TX –				
			RX – TX –				
<p>The convention calls for frequency lists to show four digits after the decimal place, followed by either an “N” or a “W,” depending on whether the frequency is narrowband or wideband. Mode refers to either “A” or “D,” indicating analog or digital (e.g., Project 25) or “M,” indicating mixed mode. All channels are shown as if programmed in a control station, mobile, or portable radio. Repeater and base stations must be programmed with the RX and TX reversed.</p>							

UNIT LOG ICS 214

UNIT LOG	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. UNIT NAME/DESIGNATORS	5. UNIT LEADER (NAME AND POSITION)		6. OPERATIONAL PERIOD
7. PERSONNEL ROSTER ASSIGNED			
NAME	ICS POSITION	HOME BASE	
8. ACTIVITY LOG			
TIME	MAJOR EVENTS		

COMMUNICATIONS LOG ICS 309

1. INCIDENT NAME		2. DATE AND TIME PREPARED		3. STATION I.D.		4. RADIO OPERATOR		5. OPERATIONAL PERIOD	
6. LOG									
UTC TIME	STATION I.D.				DR #	SUBJECT			
PAGE OF		7. PREPARED BY							