



SELCOM Emergency Communications Service

Emergency Operations Plan for ST Tammany Parish



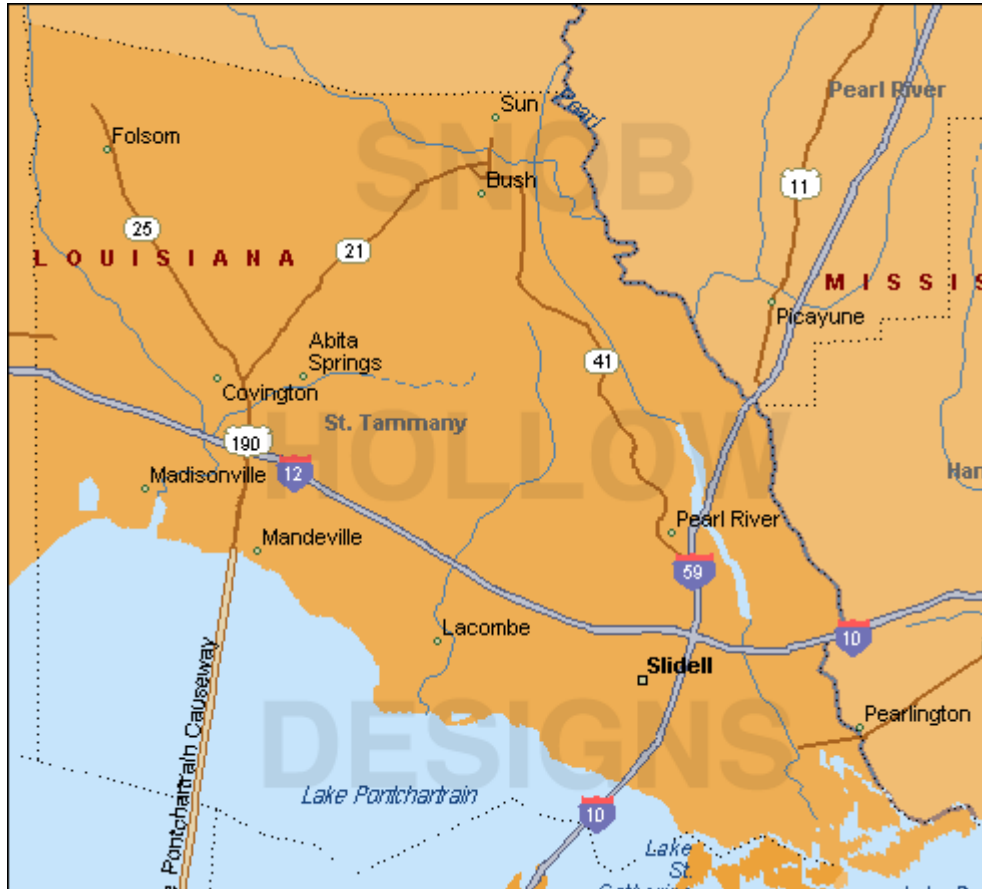
SELCOM – St Tammany Parish

January 2019

Version 1.1

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)

EOC Coordinator

Manny Miyares, WD5BJR

75581, LA Hwy 1081

Covington, La 70435

504-722-8737 (cell)

www.selcoms.org

St Tammany Parish ARES Assistant Emergency Coordinator (AEC)

AEOC Coordinator

Paul Strickland, WB9SUG

102 Wild Azalea Dr.

Covington, Louisiana 70433

St Tammany Parish ARES Emergency Coordinator (AEC)

Mike Decossas, KB5OZE

Farmlot 583, 24th St

Lacombe, Louisiana 70445

504-442-7034 (cell)

www.selcoms.org

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, 146.860, 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 146.860, 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.

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:	146.860 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

Regional:	444.800 PL 114.8
Jefferson:	146.775 PL 114.8
Plaquemines:	146.895/146.655 PL 114.8

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.

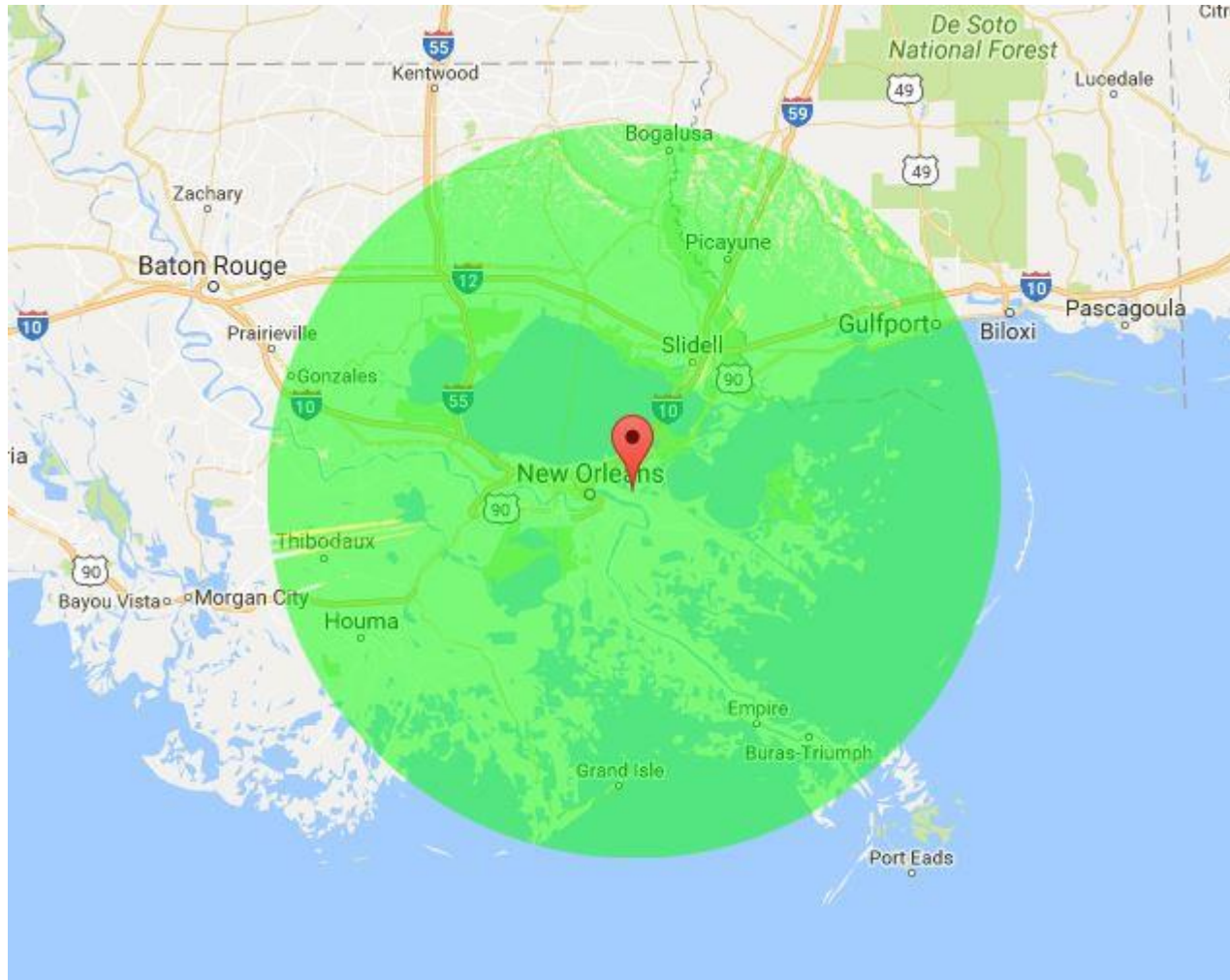
00002-A Consists of the next message sent...and so on and so on.

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.

Current coverage of the 146.860Mhz voice repeater





Emergency Net Protocol

The below Emergency Net Protocol goes into effect when SELCOM is alerted to a potential local or regional communication emergency. This alert is sent from our served agencies. This protocol will be in effect until the communications emergency has been resolved.

1. When a communications emergency has been declared, the members assigned to a parish emergency management agency become the net control station for their repeater.
 1. The NCS (net control Station) has full control and authority to direct all traffic on that repeater for their parish.
 2. All stations must be recognized and allowed by the net control to pass non-agency or non-emergency traffic.
 1. Understand that this traffic will be logged by the NCS.
 3. All amateur radio stations operating at any facility in that parish must follow these procedures.
 4. All amateur radio stations at a facility or agency that is participating with the parish emergency management must check in at regular intervals with the NCS (usually every 30 to 60 minutes). Any station that does not respond to a roll call will be physically checked to ensure that the operator and their station is secure.
 5. All stations participating in the net must notify the NCS if they will be away from their station. Also, please provide an estimate of time.
 6. All stations must use the forms (preferably electronic -on pc) as required by the parish emergency management.
 7. Non agency or non emergency traffic should be directed to one of the repeaters that are not assigned to a parish. SLECOM will be monitoring those assets as well and if available, will handle the traffic.

Notes:

- Each parish has their own forms. All forms are some variation of the NIMS forms. At this time, all parishes that have a MOU with SELCOM use our forms.
- A parish plan has been designed for each parish in Region 1 as well as St Tammany in Region 9. Members assigned to facilities in these parishes will have a copy of the parish plan and an ample supply of the necessary forms. These members will also be furnished with an assignment sheet for that parish. This information is confidential and not for release outside of the Board of Directors for SELCOM.
- Each parish has their preferred style of operating. All amateur radio operators must follow the NCS directions on designated repeaters during a communications emergency.
- Any problems or conflicts will be resolved by 1st, the SELCOM coordinator for that parish, or 2nd, by a board member.