

Logistics

Alerting and Activation

1. Introduction

As with any organization required to respond to on-demand activities, Gwinnett Amateur Radio Emergency Service® (ARES®) must maintain a means to be contacted and to then contact its members and alert them to the need. This document will define the methods to be used in alerting its membership and activation to respond to requests for assistance in emergency and disaster situations.

2. Responsibilities

The Assistant Emergency Coordinator (AEC) for Administration is responsible for maintaining this procedure. The AEC for Administration is also responsible for maintaining a current listing of all members with all contact information required to support this procedure.

All ARES® members are responsible for following the instructions of this procedure.

3. Related Publications

None.

4. Definition of Terms

AEC	Assistant Emergency Coordinator
ARES®	Amateur Radio Emergency Service® (ARES® and Amateur Radio Emergency Service® are registered service marks of the American Radio Relay League.)
DEC	District Emergency Coordinator
EC	Emergency Coordinator
EOC	Emergency Operations Center
GEMA	Georgia Emergency Management Agency
NOAA	National Oceanic & Atmospheric Administration

5. Guideline

5.1. Activation Requests

Requests for activation of Gwinnett ARES® may come from several sources.

5.1.1. National Weather Service

The most frequent request comes from severe weather alerts and originates with the National Weather Service's Peachtree City office. This activation originates through the ARES® Pager Network and through the NOAA Weather Radio alert system. Typically, any warning alert also

requests activation of SKYWARN spotter. All spotters should have an alerting weather radio as a minimum. OP PLAN 100 is then in effect.

5.1.2. County Request

Gwinnett County Emergency Management Agency will request activation by contacting the Emergency Coordinator (EC). If the EC is not available, the request will be given to one of the Assistant Emergency Coordinators who serve on the County's Emergency Operations Center (EOC) Steering Committee. This contact will be in the most expeditious manner possible and may be by telephone, alpha page, or via radio if nets are active. The contacted individual will activate Gwinnett ARES® members required to support the request.

5.1.3. Section and District

If assistance is requested from either Georgia Emergency Management Agency (GEMA) or from another area in metro-Atlanta, the request will typically come through the District Emergency Coordinator (DEC) to the County EC or one of the AECs. This contact will be in the most expeditious manner possible and may be by telephone, alpha page, or via radio if nets are active. The contacted individual will activate Gwinnett ARES® members required to support the request.

5.1.4. Supported Agencies

Operations plans may be developed in support of specific served agencies. Such plans will indicate the method through which activation is to be requested. Once a request is received according to the specific operations plan, the appropriate elements required to respond will be notified using the procedures defined in Section 5.2.

5.1.5. Miscellaneous Requests

There may be occasions when other organizations request assistance. Such requests should come through the EC for Gwinnett County for a determination of the request's validity.

5.2. Gwinnett County ARES® Activation

Activation of Gwinnett County ARES® will be accomplished in several steps:

5.2.1. Paging Alert

The Planning Committee member activating Gwinnett ARES® will initiate a page of members equipped with paging capabilities using a group page to those who are equipped with ARES® pagers and with cell phones and other alphanumeric pagers. (See Appendix) This page should be responded to by activating a logistics net on the primary repeater frequency. The first person on frequency with Net Control Station experience should start the net. Others should begin checking in to make their availability known.

Messages should be the minimum length as pagers and cell phones have very limited message sizes, typically 120 characters or less for a single message.

5.2.2. Telephone Alert

Any member needed that is not equipped with the ability to be paged should be notified by telephone and should then check into the logistics net. The AEC for Response Teams will be responsible for notifying the Response Team Leaders (or their alternate if they cannot be reached) of Response Teams who are needed to respond to the situation. The Response Team Leaders are then

responsible for initiating a recall of their respective teams. Instructions should be given to the team members regarding how to respond.

5.2.3. Repeater Alert

A special tone on the primary repeater used by Gwinnett ARES[®] (147.075) is used in notifying users of a Gwinnett County ARES[®] activation. This permits members to program a tone controlled squelch for receiving, commonly referred to by many as CTCSS. Using this permits members to leave a receiver on and only hear activity when the tone has been activated by designated personnel responsible for activating Gwinnett County ARES[®]. The tone used for this purpose is 203.5 Hz.

5.2.4. Commercial Communications Not Available/Congested

As experienced during recent disasters, commercial communications may not be available or may be extremely congested, taking a long time to obtain dial tone. Events leading to this condition will generally be widely known. In this event, all ARES[®] members should immediately listen for instructions on the primary response frequency.

If the impact is thought to directly impact Gwinnett County and its supported agencies, Response Teams should **immediately** respond to their designated assembly points, i.e., the EOC Response Team should report to the EOC, hospital Response Teams should respond to their supported hospital, etc.

REMEMBER: It is better to respond and not be needed than to not respond and be needed.

5.3. Notification of District/Section Coordinators

As soon as practical, notify the DEC for Metro-Atlanta of the activation and establish a liaison link to keep the DEC advised of status. In the absence of the DEC, notify the Section Emergency Coordinator.

6. Release Information

Stan Edwards, WA4DYD, Emergency Coordinator, is the author of this document. Dennis Womack, K4ATT, Assistant Emergency Coordinator for Administration has the responsibility for continued maintenance of the document. He may be contacted with comments via e-mail at k4att@bellsouth.net.

The date of publication for this document is August 30, 2005, and adds the use of tone controlled squelch capabilities for activation of Gwinnett County ARES[®].

APPENDIX

Group Page to Alpha Numeric Message Units

Use the following steps to initiate a page to both ARES and non-ARES pagers and message capable cell phones:

1. Open your normal E-mail client.
2. Use the supplied E-mail address appropriate for the intended group to be paged.
3. If you are not in the group being paged, send a copy of the page to yourself for confirmation.
4. The Subject Line should identify the person sending the page, i.e., "de wa4dyd"
5. The text should be limited to the type alert, i.e., "Gwinnett SKYWARN activation", and "Tune to" the appropriate frequency, or other pertinent message. Since recipients may not be in Gwinnett County, be county specific in the message.
6. The message should end with a signature of the message sender on a separate line, i.e., "WA4DYD – EC Gwinnett ARES".

A complete received message would appear as:

de wa4dyd

Gwinnett SKYWARN activation requested. Tune to 147.075

WA4DYD – EC SKYWARN Gwinnett