GWINNETT COUNTY GEORGIA

AMATEUR RADIO EMERGENCY SERVICE

Operations Plan

**Gwinnett County Support Plan 200-1
(Operation County Response)**

September 6, 2002

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I. Overview:

The Gwinnett County Support Plan 200-1, short titled "Operation County Response", is in support of Gwinnett County Emergency Management Agency (GCEMA). Operation County Response is designed to provide secondary communications, and primary if requested, to Gwinnett County Emergency Management Agency and related agencies as directed by GCEMA. Such communications shall be as a public service and are designed to alleviate public suffering caused by major disaster events.

Gwinnett County Amateur Radio Emergency Service (Gwinnett ARES) supports GCEMA by providing amateur radio operators trained in emergency communications and providing personal equipment and Gwinnett County ARES, Inc. resources to provide emergency communications during disasters and other emergency situations.

II. Related Documents/Information:

Memorandum of Understanding between Gwinnett County Emergency Management Agency and the Gwinnett County Amateur Radio Emergency Service

Memorandum of Understanding between Gwinnett Amateur Radio Society and the Gwinnett County Amateur Radio Emergency Service

Memorandum of Understanding between Gwinnett Technical Society and the Gwinnett County Amateur Radio Emergency Service

Gwinnett County Emergency Operation Plan

Gwinnett ARES SOP: ADM 1-1 Gwinnett County ARES Organization Structure

Gwinnett ARES SOP: NET 1-1 Net Control Stations

Gwinnett ARES SOP: NET 1-2 Net Operation

Gwinnett ARES SOP: NET 1-3 Net Frequencies

III. Definitions and Terminology:

AEC – Assistant Emergency Coordinator.

ANCS – Alternate Net Control Station.

ARES – Amateur Radio Emergency Service.

ARTL – Alternate Response Team Leader.

DEC – District Emergency Coordinator (specifically the metro-Atlanta DEC).

DRS – Designated Relay Station.

EC – Emergency Coordinator (ARES).

EOC – Emergency Operations Center (specifically the Gwinnett County EOC).

FRS – Family Radio Service: a non-licensed, short-range radio service for use by individuals and sometimes used to provide communications within a large facility.

GARS – Gwinnett Amateur Radio Society.

GCEMA – Gwinnett County Emergency Management Agency.

GEMA – Georgia Emergency Management Agency.

GCP – Gwinnett County Police.

MCV – Mobile Communications Vehicle.

NCS – Net Control Station.

REACT – Radio Emergency Associated Communications Teams: responsible for developing system of nationwide monitoring of Citizens Band channel 9. Have nationwide license for 151. 625 MHz simplex for tactical communications.

Response Team – A team of ten individuals comprised of a Response Team Leader, an Alternate Response Team Leader and eight other emergency-trained amateur radio operators. All members of the team should live within close proximity of the facility with which they are associated.

RT – Response Team.

RTL – Response Team Leader.

SEC – Section Emergency Coordinator (specifically the Georgia Section).

SOP – Standard Operating Procedure.

IV. Structure:

The organizational structure to support GCEMA will focus around existing county facilities in Gwinnett County (County). Response Teams (RT) are to be established for each function that requires support and for each County fire station and Gwinnett County Police (GCP) precinct station.

EOC Team: The EOC Team will provide liaison between GCEMA and other members of Gwinnett County ARES. This team is comprised of the ARES EC and designated members of the Planning Committee. Additional resources will be added as required.

Planning Committee: In the event of an activation requiring advanced planning and coordination, the Planning Committee will assemble to determine appropriate measures to respond to the particular situation and/or requirements.

MCV Support Team: The Mobile Communications Vehicle (MCV) Support Team is comprised of individuals not only to operate the radio systems included in the MCV, but also to maintain power

systems and deploy more extensive antenna systems. The MCV Support Team will also function as the control operator for the portable repeater if employed in the operation.

Response Team: Each Response Team (RT) is to be comprised of ten members to include a Response Team Leader (RTL), an Alternate Response Team Leader (ARTL), and eight other emergency-trained amateur radio operators. The RTL is to function as the primary coordinator of activities within the response team, reporting the RT's status to the ARES Logistics Coordinator. The RTL will also be the principle liaison between the served function and the RT to coordinate the RT's assistance to the served function.   A detailed job description for the Response Team Leader can be found in SOP ADM 1-1. In the absence of the RTL, the ARTL will perform the functions of the RTL.

Response Teams, even though associated with a specific function/location, may be called upon to respond to other areas within the County where assistance is needed. The probability of all designated teams being required in their geographic areas are minimal and many would be deployable to such activities as shelter support, etc., at other venues.

Response Team Designations: The following will serve as designations for the formed Response Teams:

Location	Designation	Location	Designation
Gwinnett EOC	ONE	Fire Station 1	ALPHA
Gwinnett 911	TWO	Fire Station 2	BRAVO
	THREE	Fire Station 3	CHARLIE
	FOUR	Fire Station 4	DELTA
	FIVE	Fire Station 5	ECHO
	SIX	Fire Station 6	FOXTROT
	SEVEN	Fire Station 7	GOLF
	EIGHT	Fire Station 8	HOTEL
	NINE	Fire Station 9	INDIA
	ONE ZERO	Fire Station 10	JULLIET
	ONE ONE	Fire Station 11	KILO
		Fire Station 12	LIMA
		Fire Station 13	MIKE
		Fire Station 14	NOVEMBER
		Fire Station 15	OSCAR
		Fire Station 16	PAPA
		Fire Station 17	QUEBEC
		Fire Station 18	ROMEO
		Fire Station 19	SIERA
		Fire Station 20	TANGO
		Fire Station 21	UNIFORM
		Fire Station 22	VICTOR
		Fire Station 23	WISKEY
		Fire Station 24	XRAY
		Fire Station 25	YANKEE
			ZULU

To refer to a specific Response Team, refer to them as "TEAM ALPHA", etc.

V. Activation:

Pre-Activation -

An informational Logistics Net may be activated by a member of Gwinnett ARES Planning Committee who directs preparatory action be taken as a prelude to a formal activation request from GCEMA. The net will operate under Net Condition 3 during this time. Available personnel will be asked to check into the net to allow the NCS to identify where ARES members are available should GCEMA request ARES activation. This net also permits ARES members to report any information related to the possible activation and for information to be passed to ARES members.

The NCS should proceed with the assignment of an Alternate NCS (ANCS) and may also assign a Designated Relay Station (DRS) if it is anticipated such a station will be required for coordination with higher-level locations such as Georgia Emergency Management Agency (GEMA).

Response Team Leaders, or their alternates if the RTL is not available, may be notified by telephone or other means to alert them to a developing situation by a member of the Gwinnett ARES Planning Committee. They will be requested to monitor the Logistics Net for further instructions if the net has been activated. They may also be asked to notify their respective teams of possible activation.

During this time, the EOC Team will report to the County EOC, if the EOC has been activated, to provide input to GCEMA personnel about the status and capabilities of Gwinnett ARES as the situation develops.

The MCV Support Team will verify operation of the MCV and prepare it for possible deployment if directed by the EOC Team/Planning Committee.

Activation -

Formal activation of Gwinnett ARES will commence when requested by GCEMA and directed by the ARES Emergency Coordinator or his designated representative.

If no pre-activation activities have been performed, those actions should be taken at formal activation.

Assignments will be directed by GCEMA through the ARES EOC Team using the Logistics Net established prior to or at the time activation is requested. The Logistics Net will operate at Net Condition 2 at this time. Check-ins will be taken to determine resource availability and to distribute assignments.

All tactical nets used to support assigned responsibilities will operate at Net Condition 1.

VI. Deployment Locations and Required Assets:

Response Teams (RT) will be directed by the EOC, based on their readiness, to the locations where they are to respond and advised as to whom they are to report. Communications requirements will be indicated at the time the RT is asked to deploy to the Served Agency and should verify they are properly equipped to respond, taking necessary actions to meet the required capabilities.

VII. Hours of Operation:

Based on the situation, the RT should be prepared to operate around the clock. The RTL should schedule members to provide three individuals per shift until the demands of the assignment are clearly understood. Adjustments can be made to shifts as needed.

Replacement personnel may be requested through Logistics based on member availability.

VIII. Resources Required:

Resources required will be based on the scope of the supported incident. All attempts will be made to keep RT's whole and to use them in the geographic areas where needed. However, the nature of the event, particularly natural disasters, may require teams to come into an area where the local ARES members must attend to personal issues related to the disaster.

Team augmentation may be required due to the absence of members or the duration of the event. Logistics will coordinate augmentation.

All responding personnel should be prepared with personal items, including food and water, particularly if deploying to a field location. Once operation begins, supplying of food and other essential items will be coordinated by Logistics and/or Served Agencies.

IX. Tactical Call Signs:

Tactical call signs will be used as follows:

Location	Tactical Callsign
Net Control Station (NCS)	NET
Designated Relay Station (DRS)	RELAY
Emergency Operations Center	EOC
Logistics Function	Logistics
Mobile Communications Vehicle	MCV

In addition, the RT designations will be used until the RT is at its assigned location or function. At that time, the RT may be assigned a tactical callsign descriptive of its location or function.

Other tactical call signs will be assigned by the NCS and/or EOC Team as appropriate

X. Frequencies:

Logistics: Initial activation: 147.075 MHz FM + (PL 82.5).

Agency Support: Standard local net operating frequencies as assigned by EOC Team.

Health and Welfare: None.

GEMA Liaison: 3.975 MHz LSB
                7.275 MHz LSB

XI. Liaison Requirements:

National Traffic System (NTS): None.

REACT: As needed.

Family Radio Service (FRS): As needed at specific facilities to maintain contact with key facility personnel not always easily accessible. Equipment used by non-amateur radio operator personnel should be supplied by those individuals or organizations. The RT should have available an FRS radio for contacting those personnel in the supported facility equipped with FRS radios.

GEMA Liaison: Should the emergency require coordination with GEMA and/or the Metro-Atlanta DEC or SEC, a liaison station will be established to operate on the indicated frequencies or other frequencies determined by those functions. In no instance will the primary frequencies supporting Served Agencies be used for liaison outside the area of primary operation.

XII. Logistics:

Logistics will perform the following functions:

- Maintain communications with EOC Team.
- Designate assembly point(s) for Response Team(s).
- Coordinate the assembly and deployment of Response Teams as directed by EOC Team.
- Maintain status of each RT and report status to the EOC.
- Determine physical needs of each RT and make arrangements to provide for the physical needs.
- Coordinate fueling of MCV and other physical needs of MCV Support Team when employed in operation.
- Review operations plans and procedures for later revision based on observations.

XIII. Training:

Training will perform the following functions:

- Collect applications for membership during emergency period.
- Provide Gwinnett ARES Basic Training to responding members or newly volunteering members who have not been certified.
- Issue Gwinnett County ARES ID to new members and have them report to Logistics.
- Brief ARES members not part of Gwinnett ARES coming into the area to assist on basic procedures, safety, and reporting relationships prior to their deployment.
- Review operations plans and procedures for later revision based on observations.

XIV. Operation

All operations will be directed by the EOC Team in coordination with GCEMA.

The AEC for Net Management & SKYWARN or a designated representative will be responsible for establishing an NCS schedule for the conduct of all required nets.

The GARS Liaison or designated representative will coordinate with GARS repeater personnel for repeater support during the time period the GARS repeaters are required to support the incident. If other repeater resources are required to meet operational requirements, the GARS Liaison will coordinate those assets as well.

All communications nets will be conducted in accordance with established Gwinnett ARES SOPs.

It is anticipated that most traffic will be tactical in nature. If record traffic is passed, operators must comply with retention requirements. All operations personnel should maintain a log of traffic and incidents that can be used in a post-event critique to improve planning and operating procedures.

Daily debriefings for the Planning Committee, RTLs and other key personnel will be conducted for extended operations. These will be scheduled by the EC or a designated representative.

XV. Deactivation:

Operations will be deactivated at the direction of GCEMA.

XVI. Post-Event Critique:

Within five days of terminating incident support, all ARES participants should provide a written assessment of the incident support by ARES along with copies of logs and any formal messages to the AEC for Training. This information will be assembled and discussed at the next regularly scheduled meeting of Gwinnett ARES and shared with GCEMA in post-event discussions.