

KENDALL COUNTY AMATEUR RADIO EMERGENCY SERVICE®



EMERGENCY COMMUNICATIONS PLAN

September 15, 2025

**KENDALL COUNTY
AMATEUR RADIO EMERGENCY SERVICE®
EMERGENCY COMMUNICATIONS PLAN**

APPROVAL

**This document is hereby accepted for implementation and
supersedes all previous editions**

Date

**Mark A. Chapman KJ5CBL
ARES Emergency Coordinator
Kendall County**

American Radio Relay League, Inc.
KENDALL County
Amateur Radio Emergency Service
Emergency Communications Plan

Record of Changes

[illegible]

1. Authority

1. The Kendall County Amateur Radio Emergency Service is a field organization of the American Radio Relay League (ARRL). It is composed of FCC licensed amateur radio operators who are trained emergency communicators, volunteering their personal time, skill and equipment, to serve in the public interest. The KENDALL County ARES group is focused on providing service to KENDALL County, Texas and the surrounding area. Amateur Radio operators living within or near KENDALL County are eligible for participation in KENDALL County ARES.

- 1.1. Under Federal regulations, Amateur Radio public service communications are furnished without compensation of any kind.

KENDALL County ARES functions under this Emergency Plan under the direction of the KENDALL County ARES *Emergency Coordinator (EC)* who is appointed by the Kendall Amateur Radio Club Board of Directors.

The *EC* may appoint *Assistant Emergency Coordinators (AEC's)* as needed for ARES to function efficiently.

- 1.2. ARES members are the personification of Amateur Radio to the public and to the agencies we serve. These guidelines apply to all ARES volunteers. Although these are not conditions for participation, we strongly encourage each ARES member to understand and respect these standards.
 - 1.3. ARES members will conduct themselves showing respect and courtesy to all, especially to those we serve. We are listeners and communicators not policy makers. NO ARES members are authorized to speak with news media, broadcast stations or reporters. If a member of the media approaches you, please refer them to the ARES EC or Local Emergency Operations personnel. Use of social media is not authorized and can result in an offender being removed from their position within the KARS ECOM group.
 - 1.4. ARES members will not act as agents of the agencies we serve. In our ARES role, we are volunteers and have no authority to act on behalf of the agency without a specific delegation of authority from the agency.
 - 1.5. ARES members will not use profanity, vulgar language or language which may be considered inappropriate to the situation.
 - 1.6. ARES Members will not park vehicles in restricted areas, unless specifically authorized to do so by the agency we serve.

American Radio Relay League, Inc.
KENDALL County
Amateur Radio Emergency Service
Emergency Communications Plan

- 1.7. ARES members will not solicit or accept contributions, gifts, merchandise, or services from any individuals or businesses, especially while using the name of ARES, Local EOC's or the phrase Emergency Services. No ARES member (including ARES leadership) is authorized to use the name of an agency without

American Radio Relay League, Inc.
KENDALL County
Amateur Radio Emergency Service
Emergency Communications Plan

prior written permission from the agency.

- 1.8. ARES members will not use the logos or identifying marks of the agencies that we serve without prior approval by those agencies.
- 1.9. All prospective ARES members must be able to pass their respective credentialing requirements (if required) and must maintain appropriate dress code standards requirements as necessitated by the situation and the served agency.
- 1.10. No policies or guidelines can substitute for good judgment. All ARES members must use common sense and best available safety practices in fulfilling their duties. ARES, its leadership, and its members are not liable for any incidents, damages, losses, or injuries to other ARES volunteers.

PURPOSE

2. The purpose of this plan is to provide a written guide containing the ***minimum*** information needed in an emergency. Each emergency is different and flexibility to provide an adequate response to each is a necessity.
- 2.1. The primary responsibility of KENDALL County ARES is to furnish wireless Amateur communications in the event of a natural or man-made disaster, when regular communications fail or are insufficient or when KENDALL COUNTY OFFICE OF EMERGENCY MANAGEMENT, TEXAS DEPARTMENT OF EMERGENCY MANAGEMENT, CITY OF BOERNE, TEXAS REQUEST COMMUNICATION ASSISTANCE FROM KARS EMERGENCY COMMUNICATIONS (ARES, R.A.C.E.S)
- 2.2. Drills, training and instruction shall be carried out to ensure an ability to respond quickly and to effectively provide emergency communications when the need arises.
- 2.3. The following agencies may be served during a communications emergency: *City of BOERNE Emergency Operations Center, Fire Departments; Police Departments; Sheriff's Departments; American Red Cross; Methodist Hospital, Baptist Hospital; Salvation Army; and any other agencies requesting assistance from KENDALL County ARES.*
- 2.4. KENDALL County ARES may be requested to serve the *Texas Division of Emergency Management*, or the *Federal Emergency Management Agency*.
- 2.5. KENDALL County ARES may provide support for other counties or ARES districts at the request of ARES District or Section authorities.
- 2.6. KENDALL County ARES may provide communications support at public events conducted by non- profit organizations in non-emergency situations.
- 2.7. KENDALL County ARES may support the Skywarn program of the National Weather Service (NWS) at the NWS's request. A request from a locally served

American Radio Relay League, Inc.
KENDALL County
Amateur Radio Emergency Service
Emergency Communications Plan

agency is not required for Skywarn support.

ACTIVATING THE PLAN

- 2.8. Any served agency may contact the KENDALL County ARES Emergency Coordinator or any member of ARES and request communications support at any time. Contact numbers are listed at Annex A of this document.
- 2.9. Any ARES member who becomes aware that a communications emergency may exist, should contact the local EC/AEC either by telephone or any other means available.

The EC, AEC, or designated ARES member, upon evaluation of the situation will activate the mobilization procedure.

ARES MOBILIZATION PROCEDURE

3. The EC, AEC or designated ARES member will notify other ARES members using the telephone call-up plan or VHF/UHF communication on the relevant repeater frequency, email, paging systems, runner or any other legal means. Local radio broadcast stations and cable channels may be contacted by the EC or his representative, if necessary, for spot announcements alerting ARES members.
- 3.1. Upon awareness or notification that a communications emergency exists, members of KENDALL County ARES should check into the ARES STX District 8 Emergency Net.
- 3.2. The EC, AEC or designated ARES member will assume Net Control or designate the Net Control Station (NCS). Control will be from the Boerne Police Department Emergency Operations Center or other station/location as designated. Initial control may be from a members home station until the Radio Room can be manned and operating. The NCS station is a "Key Station" and will be extensively utilized during a communication emergency. Key stations should have full emergency power capability with relief operators assigned to ensure continuous operation.
- 3.3. Local repeaters are listed on ICS 217 form. There is an ICS 217 for each of the 18 counties this AREA group may be asked to provide communications support. In addition, the National FM Calling Frequency 146.52 should be monitored at all times during emergency operations. The KENDALL County ARES Emergency Net will be called to order by the NCS.
- 3.4. Members of KENDALL County ARES are to check into the net from their mobiles and home stations to wait for further instructions.

American Radio Relay League, Inc.
KENDALL County
Amateur Radio Emergency Service
Emergency Communications Plan

3.5. Liaison stations will be assigned to the following National Traffic System nets:

STX section Texas Traffic Net/ ARES Net: 7285 MHz (day), 3873 MHz (night)

3.6. Mobiles will be dispatched to the Hill Country Chapter of the American Red Cross, local hospitals, and other agencies as needed.

3.7. Mobile units may be activated and dispatched as the situation requires. It may be necessary to station mobile units to serve as relay locations when circumstances warrant.

OPERATIONS

3.8. Safety is the first priority. No one should ever be placed in a dangerous situation. These guidelines do not substitute for common sense. All operations are to be conducted with Safety in mind. Every Operator has the responsibility to judge if a task is unsafe and to report safety issues to the EC. Special attention should be paid to:

3.8.1. Operate Generators Safely

3.8.2. Electrical Safety – both power and Lightning

3.8.3. Transportation – Travel safely and do not cross water

3.8.4. Antennas – Raise and operate antennas safely and RF / EMI safety

3.8.5. Cables – Make sure cables are clearly marked and do not create a trip hazard

3.8.6. Disaster scenes are often busy and confusing. Operate slowly and make sure the scene is safe.

3.9. All messages generated for input into to the National Traffic System (NTS) shall be in the standard ARRL form (Radiogram). Messages originating locally by served agencies for delivery locally, to the District Disaster Center or outside KENDALL County will be transmitted on Incident Command System (ICS) Form 213.

4. All messages must be signed by the originating official, along with his title, verifying responsibility for their contents.

4.1. Message precedence of EMERGENCY, Priority, Routine, and Health and Welfare, as defined on ARRL Form FSD-3, shall be used on all messages.

American Radio Relay League, Inc.
KENDALL County
Amateur Radio Emergency Service
Emergency Communications Plan

- 4.2. Stations do not transmit unless invited to do so by net control. The only exception to this is for a station having EMERGENCY traffic or message traffic from the served agency.
- 4.3. When traffic volume is sufficient and when operator equipment is capable of doing so, messages should be passed on alternate frequencies so that net frequencies remain open for traffic coordination. This will be at NCS discretion, or when no NCS is present, by mutual operator agreement.
- 4.4. ICS forms 205, 205a, 213, 214, 217, 217A and 309 will be used for all KENDALL County ARES Emergency Communications. It is suggested that these forms also be used during public service events as well in order to become better familiarized with their proper use. There may be additional forms, depending on which agency is being served at the time.

DRILLS, TESTS AND ALERTS

- 4.5. An annual test will be conducted in conjunction with the nationwide ARRL Simulated Emergency Test.
- 4.6. KENDALL County ARES may supply public safety communications in conjunction with local events.
- 4.7. At the discretion of the EC, ARES will be activated unannounced via the call-up plan at least once per year.

Appendix A: ARES Contact Information

Section Emergency Coordinator

Jeff W alter KE5FGA
20602 Naples Terrace Lane, Katy, TX 77449
Phone: 281-467-8595 Cell
Email: kw5df@arrl.net

Assistant Section Emergency Coordinator Advisor

Tom Whiteside N5TW
228 Wind Ridge Cove, Georgetown, TX 78628
Phone: 512-863-6865
Cell 512-924-1573
Email: n5tw@arrl.net

District Emergency Coordinator – District 8

TBD

Emergency Coordinator – KENDALL County

Mark Chapman KJ5CBL
24 River Ranch Rd
Phone: 203-807-6317 Cell
Email: markalanchapman@gmail.com

AEC for Skywarn/Weather Net

Larry Altman, N5QGD
205 MacKay Dr, Kerrville, TX 78028
Phone: 830-343-0354
Email: larryaltman@hctc.net

Liaisons:

TBD

American Radio Relay League, Inc.
KENDALL County
Amateur Radio Emergency Service
Emergency Communications Plan

Appendix B: KENDALL County Frequency List

Texas Red Cross Communication Schedule			Frequency Band		Description
			VOICE VHF/UHF		Hill Country Chapter/KENDALL County
Channel Name	RX Freq N or W	RX Tone	TX Freq N or W	Tx Tone	Remarks
W3XO	146.790 MHz W	162.2 Hz	146.190 MHz W	162.2 Hz	HCARC Repeater
	441.3125 MHz W		446.3125 MHz W		
W3XO-10	145.090 MHz W	No Tone	145.090 MHz W	No Tone	VHF Packet Frequency
KB5TX	146.64 MHz W	88.5 Hz	146.040 Mhz W	88.5 Hz	Boerne South Repeater
KB5TX	145.19 MHz W	88.5 Hz	144.59 Mhz W	88.5 Hz	Boerne East Repeater
WD5FWF	147.280 MHz W	156.7 Hz	147.280 MHz W	156.7 Hz	Pipe Creek Repeater
W5FJD	444.175 MHz W	162.2 Hz	449.175 MHz W	162.2 Hz	Fredericksburg Repeater
"V4742S"	147.420 MHz. W	146.2 Hz	147.420 MHz. W	146.2 Hz	ARC Tactical
"V52S"	146.520 MHz. W	No Tone	146.520 MHz. W	No Tone	Calling Frequency
"V57S"	146.570 MHz. W	No Tone	146.570 MHz. W	No Tone	Simplex TAC 1
"V47S"	146.470 MHz. W	No Tone	146.470 MHz. W	No Tone	Simplex TAC 2
*VHF SIMPLEX TAC CHANNELS SHOULD BE ASSIGNED FOR USE IN THIS ORDER V57S, V47S ** Optional					
NOAA	162.450 MHz N	No Tone	---	---	Local NOAA All Hazards Radio Frequency
"U25S"	446.050 MHz. W	146.2**	446.050 MHz. W		UHF Tactical Simplex
	442.200 MHz W	No Tone	442.200 MHz W	No Tone	Simplex Cross Band for DA Teams

American Radio Relay League, Inc.
KENDALL County
Amateur Radio Emergency Service
Emergency Communications Plan

			Frequency Band		Description
			Internet Enabled Linking		
N5HR-R	*N5HR-R* Node #685859				Hill Country Amateur Radio Club Repeater
DCF-ARC	*DCF-ARC* Node #336037 / IRLP 9257				DCF-ARC
WX-NHC	*WXTALK* Node #7203 / IRLP 9219				WX-TALK
			Frequency Band		Description
			VOICE HF		
ARC HF NIGHT	3.8350 MHz LSB		3.8350 MHz LSB		-
ARC HF DAY	7.2430 MHz LSB		7.2430 MHz LSB		-
ARC ARES HF 3	5.3730 MHz USB		5.3730 MHz USB		Channel 3
ARES DAY 1	7.2900 MHz LSB		7.2900 MHz LSB		Health and Welfare
ARES DAY 2	7.2850 MHz LSB		7.2850 MHz LSB		Texas Emergency
ARES NIGHT 1	3.8730 MHz LSB		3.8730 MHz LSB		Texas Emergency
ARES NIGHT 2	3.8450 MHz LSB		3.8450 MHz LSB		Texas Emergency Secondary
SATERN	14.2650 MHZ USB		14.2650MHZ USB		Salvation Army
SATERN 2	7.2650 MHz LSB		7.2650 MHz LSB		Salvation Army Secondary
Texas RACES	3.975 MHz LSB		3.975 MHz LSB		Need to be a Texas RACES Member
Texas RACES	7.2480 MHz LSB		7.2480 MHz LSB		Need to be a Texas RACES Member
NTS	7.285 MHz LSB		7.285 MHz LSB		Texas Traffic Net Mon-Sat 0830-0930
NTS	3.873 MHz LSB		3.873 MHz LSB		Texas Trafic Net Daily 1830-1730

American Radio Relay League, Inc.
KENDALL County
Amateur Radio Emergency Service
Emergency Communications Plan

WX Primary	14.3250 MHz USB		14.3250 MHz USB		Day
WX Secondary	7.2680 MHz LSB		7.2680 MHz LSB		Night
WX Secondary	3.9500 MHz LSB		3.9500 MHz LSB		Night

Because the Hill Country Chapter of the American Red Cross is one of our served agencies, we have 18 counties where we may be asked to provide communication support. The combined ICS 217 with information for all 11 counties is too large a document for this Emergency Communications Plan and will be listed as a separate document as an Addendum to this Plan.

Appendix C: American Red Cross MOU

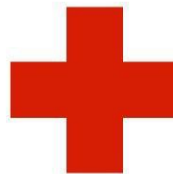
Memorandum of Understanding

between

The American National Red Cross

and

ARRL, the national association for Amateur Radio



American Red Cross

I. Purpose

The purpose of the Memorandum of Understanding (MOU) is to document the relationship between the American National Red Cross (the “Red Cross”) and the ARRL, the national association for Amateur Radio (the “ARRL”). This MOU provides a broad framework for cooperation between the two organizations in providing services to communities during or after a disaster event. Both Red Cross and ARRL are a “Party” under this MOU.

II. Independence of Operations

Each party to this MOU will maintain its own identity in providing services. Each organization is separately responsible for establishing its own policies and financing its own activities.

III. Organization Descriptions

The American Red Cross, founded in 1881, is dedicated to helping people in need throughout the United States and, in association with other Red Cross networks, throughout the world. Through its mission, the Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors. The Red Cross provides services to those in need regardless of citizenship, race, religion, age, sex, national origin, disability, sexual orientation, veteran status or political affiliation.

The ARRL is the national membership association for Amateur Radio operators. The ARRL is a not-for-profit organization that engages in 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; the fostering of education in the field of electronic communication; the promotion and conduct of research and development to further the development of electronic communication; the dissemination of technical, educational and scientific information relating to electronic communication; and the printing and publishing of documents, books, magazines, newspapers and pamphlets necessary or incidental to any of the above purposes.

The Amateur Radio Emergency Service® (ARES®), a program of ARRL, consists of Amateur Radio licensees who have voluntarily registered their qualifications and equipment for communications duty in the public service when disaster strikes. Every licensed amateur, regardless of membership in ARRL or any other local or national organization is eligible to apply for membership in ARES. Training may be required or desired to participate fully in ARES. The local ARES Emergency Coordinator can provide specifics. Because ARES is an Amateur Radio program, only licensed radio amateurs are eligible for membership. The possession of emergency-powered equipment is desirable, but is not a requirement for membership.

IV. Methods of Cooperation

In order to establish a partnership between ARRL and the Red Cross to provide assistance to communities impacted by disaster events in the United States, the following roles and responsibilities are agreed upon:

1. Communication between organizations

Representatives of ARRL and the Red Cross national organizations will maintain open communication. Both parties will encourage their respective chapters and units to maintain open communication at the state and local levels. Each party will share current data regarding disasters (except for information which may be confidential or privileged), disaster situational and operational reports, changes in policy or personnel relating to this MOU, and any additional information pertinent to disaster preparedness, response and recovery. *See Attachment A: Organization Contact Information.*

2. Engagement at the Local Level

- a. ARRL will encourage its units to engage in discussions with local Red Cross field units to develop plans for local response or disaster relief operations.
 - ï To locate a Red Cross chapter, go to www.redcross.org - "Find Your Local Red Cross."
- b. Red Cross will encourage its field units to engage in discussions with ARRL in their respective jurisdictions to develop plans for local response or disaster relief operations.
 - ï To locate an ARRL representative, ARES group or ARRL affiliated club contact the ARRL Section Manager. Information can be found online at www.arrl.org/sections or by contacting the ARRL Emergency Preparedness Manager listed in *Attachment A*.

3. Preparedness Activities

Both organizations will:

- a. Make training and educational opportunities available to each other.
- b. Collaborate on pre-disaster planning by determining up front how each organization can assist each other during a response to ensure effective and timely action.
- c. Develop a knowledge base of expertise, experience, and capabilities of each organization. Commit to regular engagement, planning and joint exercises to strengthen capabilities.
- d. Encourage each other to participate in community preparedness activities that support this partnership agreement, one example of a community activity is the Red Cross Home Fire Campaign.
- e. The Red Cross will encourage regions or chapters to participate in *ARRL Field Day*, the Simulated Emergency Test (SET) and other emergency exercises. Participation may take many forms, including Red Cross officials visiting and touring sites to better understand the capabilities of local ARRL volunteers and ARES® units, or the joint use of Red Cross equipment such as vehicles or trailers.

4. Response Activities

- a. National headquarters coordination:* Operational coordination between Red Cross national headquarters and ARRL headquarters will occur through the primary points of contact as shown in *Attachment A, Organization Contact Information* or other officially designated staff.
- b. Communications:* Whenever there is a disaster requiring the use of amateur radio communications resources and/or facilities, the local Red Cross region or chapter may request the assistance of the local ARES organization responsible for the jurisdiction of the scene of the disaster. This assistance may include:
 - ï alert and mobilization of ARRL ARES® personnel in accordance with a prearranged plan;
 - ï establishment and maintenance of fixed, mobile, and portable station emergency communication facilities for local radio coverage;
 - ï point-to-point contact between Red Cross personnel and locations;
 - ï the maintenance of the continuity of communications for the duration of the emergency period until normal communications channels are substantially restored, or until radio communications are no longer necessary in support of the response to the disaster.
- c. On-scene cooperation:* 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 as recommended in *Attachment D, ARRL Roles on Red Cross Disaster Relief Operations*.
- d. Concept of Operations* the Red Cross uses the National Incident Management Systems (NIMS) and the Incident Command System (ICS) in its concept of operations for disaster response management. ARES teams supporting Red Cross may be asked to supply or use Incident Command Systems forms for planning and tracking operations.
- e. ARRL volunteers supporting Red Cross disaster operations:*
 - i. Local Red Cross regions and ARRL units will develop protocols and processes for information sharing, disaster notification, joint response activities for disaster relief efforts.
 - ii. When the Red Cross requests assistance from ARRL volunteers, the Red Cross will inform ARRL volunteers where to report and their point of contact. Their point of contact at that location or locations will provide to those ARRL volunteers access to the location(s) where their assistance is required by the Red Cross.
- f. Equipment sharing:* Each organization may request equipment for temporary use to support operations. The specifics of responsibility and liability of the loaned equipment will be developed as part of plans and procedures, in writing, and are separate from this agreement.

5. ARRL Radio Operators

- a. Radio station operations:* It is understood and agreed that amateur radio operators, being licensed and regulated by the Federal Communications Commission (FCC), 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.
- b. Radio operators:* It is understood and agreed that radio operators have skills that extend beyond amateur radio frequencies and equipment. These skills may be applied to operate on Red Cross frequencies and equipment.
- c. FCC Licenses:* The Red Cross is responsible for any licensing arrangements necessary for Red Cross operations that occur outside amateur radio licenses, or any amateur radio licenses established by American Red Cross Amateur Radio Club Stations. Individual amateur radio operators are responsible for the maintenance and renewal of their personal licenses.

6. Mutual Support

- a. Shared members:* Each organization will welcome interested volunteers to become members and participate in the activities of the other organization. Such volunteers shall meet the standards, have the responsibilities and be entitled to the privileges of each organization. ARRL volunteers interested in becoming Red Cross volunteers should understand that a background check is a requirement to be a volunteer.
- b. ARRL volunteers supporting the Red Cross:* ARRL may provide volunteers to assist the American Red Cross with communications in support of disaster relief activities as may be mutually agreed upon at the local and national levels. The ARRL does not require the completion of a criminal background check to participate in ARRL volunteer programs. However, radio amateurs acting as ARRL volunteers under the terms of this agreement shall not be requested or required to consent to nor undergo a background check in order to provide a communication function on behalf of the Red Cross.
- c. Red Cross volunteers supporting the ARRL:* Red Cross volunteers affiliated with a local region or chapter that holds a valid Federal Communications Commission (FCC) Amateur Radio License are encouraged to participate in the Amateur Radio Emergency Service (ARES®) program to develop emergency communications skills, cross-train in local disaster drills and exercises, and integrate region or chapter communications resources into the local emergency management structure.

7. Local Collaboration

Each organization will encourage its local units to explore opportunities for collaboration. Local Red Cross regions and ARRL units can define specific details about how they will coordinate their activities by using *Attachment C, Sample Statement of Cooperation for local organizational units*. *Attachment C* may be modified by joint agreement by each organization's local point of contact. Nothing in *Attachment C* will conflict with the national MOU.

V. General

- a. Both parties agree not to use or display any trademarks of the other without first receiving the express written permission to do so.
- b. Both parties will keep the public informed of their cooperative efforts.
- c. Both parties will widely distribute this MOU within the respective departments and administrative offices of each organization and urge full cooperation.
- d. Both parties will allocate responsibility for any shared expenses in writing in advance of any commitment.
- e. ARRL agrees to adhere to *Attachment B - the Principles of Conduct for the International Red Cross and Red Crescent Movement and NGO's in Disaster Response Programs* as it applies to disaster-caused situations in the USA.

VI. Periodic Review and Analysis

Representatives of the Red Cross and ARRL will jointly evaluate their progress in implementing this MOU every two years and revise and develop new plans or goals as appropriate.

VII. Term and Termination

This MOU is effective as of the date of the last signature below and expires five years from the last signature date. The parties may extend this MOU for additional periods not exceeding five years each time, and if so should confirm this in writing. This MOU may be terminated at any time upon written notice from either party to the other.

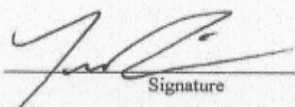
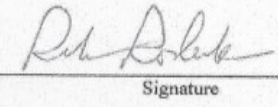
VIII. Miscellaneous

Neither party to this MOU has the authority to act on behalf of the other party or bind the other party to any obligation. This MOU is not intended to be enforceable in any court of law or dispute resolution forum. The sole remedy for non-performance under this MOU shall be termination, with no damages or penalty.

American Radio Relay League, Inc.
KENDALL County
Amateur Radio Emergency Service
Emergency Communications Plan

American National Red Cross

ARRL, the national association for Amateur Radio

By: 	By: 
Signature	Signature
Name: Trevor Rikken	Name: Rick Roderick
Print Name	Print Name
Title: Senior Vice President Disaster Cycle Services	Title: President, ARRL
Print Title	Print Title
Date: 4/10/21	Date: 3/28/21

**Principles of Conduct for
The International Red Cross and Red Crescent Movement and
NGOs in Disaster Response Programs**

Principle Commitments:

1. The Humanitarian imperative comes first.
2. Aid is given regardless of the race, creed or nationality of the recipients and without adverse distinction of any kind. Aid priorities are calculated on the basis of need alone.
3. Aid will not be used to further a particular political or religious standpoint.
4. We shall endeavor not to act as instruments of government foreign policy.
5. We shall respect culture and custom.
6. We shall attempt to build disaster response on local capacities.
7. Ways shall be found to involve program beneficiaries in the management of relief aid.
8. Relief aid must strive to reduce future vulnerabilities to disaster as well as meeting basic needs.
9. We hold ourselves accountable to both those we seek to assist and those from whom we accept resources.
10. In our information, publicity and advertising activities, we shall recognize disaster victims as dignified human beings, not hopeless objects.

11. ARRL Roles on Red Cross Disaster Relief Operations

During a Red Cross Disaster Relief Operation (DRO), ARRL volunteers may perform in any of the following roles. These are examples of actual roles; they may or may not actually be included in all operations depending on the needs of the operation. It is possible that one person can support multiple roles or one role may require support from several people. This is not an exhaustive list and ARRL volunteers who have taken Red Cross Disaster Services training can participate in other roles. ARRL volunteers who are assigned roles by the Red Cross during a DRO will be provided with Red Cross credentials as required by the role, consistent with Red Cross policy.

American Radio Relay League, Inc.
KENDALL County
Amateur Radio Emergency Service
Emergency Communications Plan

Amateur Radio Liaison: This role is for a person who is familiar with both Red Cross and local amateur radio operations. This role would establish contact with the local ARES unit, amateur radio club and repeater owners to provide a single technical-level point of contact for the DRO. If local agreements already exist, this role could be pre-designated. It would be expected that this role would be linked to a similar role in the partner organization.

1) *Communication Equipment Operator:* This is a standard radio operator role for someone who would operate a two-way radio or other communication device at a fixed facility or mobile/portable location to support the DRO. They would pass messages from point to point either directly or through a message relay. Operators may use DRO-issued equipment or personally-owned equipment, and they may be on amateur radio frequencies or frequencies coordinated or licensed by the Red Cross.

2) *Communication Equipment Installation / Repair:* This is a more technically hands-on role than the Operator. In this role, the person would be asked to temporarily install two-way radio equipment into a facility or vehicle that is under Red Cross authority through ownership, lease or rental. The equipment could include base-station radios, mobile radios and appropriate antennas. Equipment may also require field repairs, such as the radios installed into Red Cross ERVs.

Disaster Assessment: Individuals who have taken the necessary training with the Red Cross can assess the damage caused by a disaster, and use their radio skills to relay that information back to a central point that will use the information to develop a complete picture of the event.

American Radio Relay League, Inc.
KENDALL County
Amateur Radio Emergency Service
Emergency Communications Plan

Appendix D: National Weather Service MOU

NWS-ARRL Memorandum of Understanding

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

PURPOSE

The purpose of this document is to state the terms of a mutual agreement (Memorandum of Understanding) between National Oceanic and Atmospheric Administration's (NOAA) 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.

RECOGNITION

The National Weather Service recognizes that the ARRL is the principal organization representing the interests of more than 690,000 U.S. radio amateurs. Because of its field organization of trained and experienced communications experts, Amateur Radio Service volunteers can be of valuable assistance in early severe weather warning and tornado spotting.

ARRL recognizes the National Weather Service's statutory responsibility to provide the following meteorological services for the people of the United States:

1. NOAA's National Weather Service provides weather, hydrologic, and climate forecasts and warnings for the United States, its territories, adjacent waters and ocean areas, for the protection of life and property and the enhancement of the national economy; and,
2. NWS data and products form a national information database and infrastructure which can be used by other governmental agencies, the private sector, the public, and the global community.

ORGANIZATION OF THE AMERICAN RADIO RELAY LEAGUE

ARRL 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 ninety 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 seventy-one 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.

American Radio Relay League, Inc.
KENDALL County
Amateur Radio Emergency Service
Emergency Communications Plan

ORGANIZATION OF THE NATIONAL WEATHER SERVICE

National Oceanic and Atmospheric Administration's (NOAA) National Weather Service consists of 122 weather forecast offices, 13 river forecast centers, 9 national centers, and other support offices. NWS scientists provide weather, water, and climate forecasts and warnings for the United States for the protection of life and property, and the enhancement of the national economy. The NWS' national headquarters is located in Washington, D.C., and there are six regional headquarters: Eastern, Southern, Central, Western, Alaska, and Pacific.

® Skywarn is the National Weather Service's severe weather spotting program. Radio amateurs have assisted as communicators and spotters since the program's inception in the late 1960s. In areas where tornadoes and other severe weather have been known to threaten, NWS recruits volunteers, and trains them in proper weather spotting procedures. These dedicated citizens help keep their local community safe by conveying severe weather reports to their local NWS Forecast Office. Skywarn spotters are integral to the success of our Nation's severe weather warning system.

Warning Coordination Meteorologists (WCMs) serve as the NWS' principal liaison with its customers and partners in the evaluation and improvement of its products and services. WCMs are responsible for maintaining the working partnership with the local ARRL Skywarn organizations. There are 132 NWS

Warning Coordination Meteorologists (WCMs) located throughout the country: 122 Weather Forecast Offices, 6 Regional Headquarters, National Headquarters, the Storm Prediction Center, the National Hurricane Center, and the National Aviation Weather Center.

PRINCIPLES OF COOPERATION

A. ARRL agrees to encourage its volunteer Field Organization appointees, especially the Amateur Radio Emergency Service, to contact and cooperate with National Weather Service Warning Coordination Meteorologists for the purpose of establishing organized Skywarn networks with radio amateurs serving as communicators and spotters, consistent with rules and regulations of the Federal Communications Commission.

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 weather emergency alert and relief systems. The principal point of contact between the ARRL Section and local NWS offices are the Warning Coordination Meteorologists. Local Warning Coordination Meteorologist contact information is available at: www.stormready.noaa.gov/contact.htm. Contact information for ARRL Section volunteer leaders is available at www.arrl.org/sections. The national contact for ARRL is the Emergency Preparedness Manager at [ARRL](http://www.arrl.org) Headquarters, Newington, CT 06111. The national contact for NWS Warning Coordination Meteorologists is the [Office of Climate, Weather and Water Services](http://www.noaa.gov), WCM Program, 1325 East-West Highway, Silver Spring, MD 20910.

American Radio Relay League, Inc.
KENDALL County
Amateur Radio Emergency Service
Emergency Communications Plan

Appendix E: Supporting Documents 1 to Annex B of the KENDALL County Emergency Plan

**Kendall County Amateur Radio Club Agreement
with the KENDALL County Emergency Management**

I. General

The Kendall County Amateur Radio Club, hereafter referred to as the KARS, identifies all radio operators associated with the KARS, to include members, volunteers and any other persons assigned for special duties.

I. Purpose

A primary responsibility of the Amateur Radio Service is to provide for trained radio operators in the event of an emergency when normal communications are not available. This agreement within which KARS members coordinate their services, personal equipment, and facilities with KENDALL County Emergency Management to support communications when requested, is intended to enhance emergency communications readiness.

II. Standard Operating Procedure

At present, voice communication is the most common medium for radio transmission. In many tactical situations, it is the only mode needed. However, because of the increase usage of computers, digital modes have become a common and may become the preferred mode. The large amounts of data that are in computer files make voice transmissions extremely ineffective and prone to errors. For example, a list of personnel at a Red Cross Shelter may take less than a minute for transmitting to the Emergency Operations Center electronically, but voice transmission may take 30 minutes. The INTERNET has become a major resource for information needed in an emergency. Fully using this resource requires digital modes.

As a result, the KARS must see that its radio operators for emergency communications are familiar with digital modes as well as voice. Furthermore, any radio equipment that the KARS procures for emergency communication needs to be easily interfaceable with computer systems. The KARS is responsible to make sure the KARS emergency plan and its Standard Operating Procedures ("SOP") are up-to-date and complete. This plan and SOP will include an annually updated membership list, with the contact personnel listed at the top. The president, Kendall County ARES Emergency Coordinator or his/her designee, will give the list to both the Boerne City Police Chief and the Kendall County Emergency Management Coordinator. The appendices shall include a chart of existing communications links, nets and frequencies.

B-SD-1-1

RESERVED

American Radio Relay League, Inc.
KENDALL County
Amateur Radio Emergency Service
Emergency Communications Plan

Appendix F: ARRL and ICS FORMS

Most of the following document have been condensed to fit on the pages of this document and are listed here as examples only. Actual documents can be request from the KENDALL County EC via email or may be directly downloaded from any of several websites.

ARRL Radiogram (Must be used on any NTS Frequencies)

ARRL Radiogram must be used on any RTTY Frequencies

ARRL RADIOGRAM VIA AMATEUR RADIO

Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date
T					Received at _____		
					Station Call _____		
					Name: _____		
					Date: _____ Time: _____		
				Signature: _____			
Rec'd from	Date	Time	Sent to	Date	Time		

It is strongly suggested that you join the morning Texas Traffic Net (7.285 MHz) and accept traffic in order to become familiar with this form.

American Radio Relay League, Inc.
KENDALL County
Amateur Radio Emergency Service
Emergency Communications Plan

ICS 204: Assignment List

ICS 204 ASSIGNMENT LIST (COMMUNICATIONS)			1. BRANCH		2. DIVISION/GROUP	
3. INCIDENT NAME			4. OPERATIONAL PERIOD (date/time)			
5. TACTICAL OBJECTIVES						
6. SPECIAL INSTRUCTIONS						
7. COMMUNICATIONS SUMMARY						
8. COMMAND PERSONNEL						
NAME	CALLSIGN	ICS POSITION	SHIFT	START TIME	END TIME	
9. FIELD RESOURCES ASSIGNED THIS PERIOD						
TACTICAL CALLSIGN	RESPONDER NAME	# PERSONS	SHIFT	START TIME	END TIME	
ICS 204	10. PREPARED BY		11. MISSION NUMBER		12. DATE	
Revised June 20, 2017	27 of 34					

American Radio Relay League, Inc.
KENDALL County
Amateur Radio Emergency Service
Emergency Communications Plan

American Radio Relay League, Inc.
KENDALL County
Amateur Radio Emergency Service
Emergency Communications Plan

ICS 205A: Communications List

COMMUNICATIONS LIST (ICS 205A)

1. Incident Name:		2. Operational Period: Date From: Time From:		Date To: Time To:
3. Basic Local Communications Information:				
Incident Assigned Position	Name (Alphabetized)	Method(s) of Contact (phone, pager, cell, etc.)		
4. Prepared by: Name: _____ Position/Title: _____ Signature: _____				
Revised June 20, 2017 / ICS 205A IAP Page _____		Date/Time: _____ 29 of 34		

American Radio Relay League, Inc.
KENDALL County
Amateur Radio Emergency Service
Emergency Communications Plan

ICS 205A
Communications List

Purpose. The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Preparation. The ICS 205A can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

Distribution. The ICS 205A is distributed within the ICS organization by the Communications Unit, and posted as necessary. All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

Notes:

- ï The ICS 205A is an optional part of the Incident Action Plan (IAP).
- ï This optional form is used in conjunction with the ICS 205.
- ï If additional pages are needed, use a blank ICS 205A and repaginate as needed.

Block Number	Block Title	Instructions
1		Enter the name assigned to the incident.
2	Operational Period ï Date and Time From ï Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Basic Local Communications Information ï Incident Assigned Position ï Name ï Method(s) of Contact (phone, pager, cell, etc.)	Enter the communications methods assigned and used for personnel by their assigned ICS position. Enter the ICS organizational assignment. Enter the name of the assigned person. For each assignment, enter the radio frequency and contact number(s) to include area code, etc. If applicable, include the vehicle license or ID number assigned to the vehicle for the incident (e.g., HAZMAT 1, etc.).
4	Prepared by ï Name ï Position/Title ï Signature ï Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

ICS 213: General Message

American Radio Relay League, Inc.
KENDALL County
Amateur Radio Emergency Service
Emergency Communications Plan

TO:		POSITION:	
FROM:		POSITION:	
SUBJECT:		DATE:	TIME:
MESSAGE: HCC0417001			
SIGNATURE: Terry Hipkind		POSITION: DST	
REPLY:			
DATE:	TIME:	SIGNATURE/POSITION:	

ICS 213

American Radio Relay League, Inc.
KENDALL County
Amateur Radio Emergency Service
Emergency Communications Plan

ICS 214: Unit Log

American Radio Relay League, Inc.
KENDALL County
Amateur Radio Emergency Service
Emergency Communications Plan

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	
9. Prepared by (Name and Position)		

American Radio Relay League, Inc.
KENDALL County
Amateur Radio Emergency Service
Emergency Communications Plan

ICS 217A: Communications Resource Availability Worksheet

American Radio Relay League, Inc.
KENDALL County
Amateur Radio Emergency Service
Emergency Communications Plan

[illegible]

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 narrow band or wide band. Mode refers to either “A” or “D” indicating analog or digital (e.g. Project 25) or “M” indicating mixed mode. All channels are shown programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

ICS Form 309

34 of 34