

Amateur Radio Emergency Service

Wyoming Section Emergency Communications Plan



Wyoming Districts Map

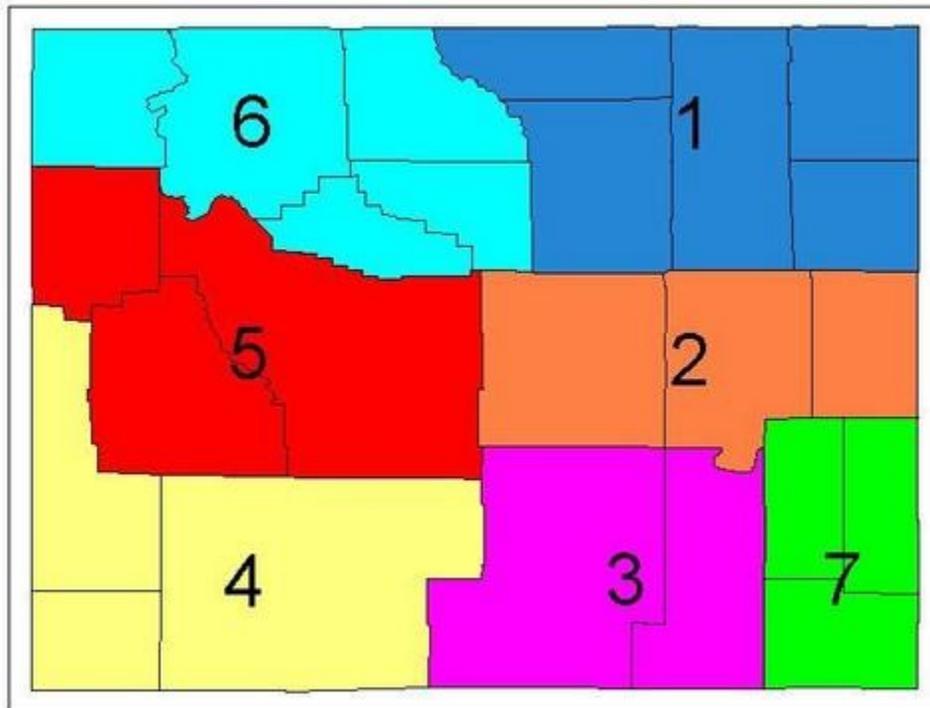


Table of Contents

Purpose.....	2
Structure.....	3
ARES and RACES.....	5
Activation.....	7
Disaster Response Team.....	8
Training.....	9

Appendices

A. Draft contents of a County ECOMM Plan.....	10
B. Guideline for Net Operations.....	12
C. Weather and Earthquake Warning Systems.....	15
D. RACES SOP	17
E District and County Plans	20
F ARES and RACES Application Forms	21

PURPOSE

Providing Voluntary Communications in time of Need.

The purpose of this plan is to help organize and train the cadre of volunteer amateur radio operators who will be called upon in a future emergency, disaster or community support.

The contents of this plan are intended to be a general outline rather than a specific blueprint. Specificity should increase as each subordinate plan approaches the most local level.

The basic services that we provide are:

Training

Emergency Communications

Public Service Communications

Structure

The Amateur Radio Emergency Service (ARES) is composed of FCC-licensed Amateur Radio operators who have voluntarily registered their capabilities and equipment for public service communications duty. ARES is a part of the field organization of the American Radio Relay League (ARRL) the national association for amateur radio.

ARES ® and Amateur Radio Emergency Services ® are registered service marks of the American Radio Relay League, Incorporated and are used by permission.

Under Federal regulations, Amateur Radio public service communications are furnished without compensation of any kind. Part 47 CFR 97 of the FCC's Rules and Regulations states, as the first principal under "Basis and Purpose, the following:

“Recognition and enhancement of the value of the amateur service to the public as a voluntary non-commercial communications service, particularly with respect to providing emergency communications.”

ARES in Wyoming functions under this Emergency Plan, directed by the Section Emergency Coordinator (SEC), who is appointed by the ARRL Wyoming Section Manager.

The Section Emergency Coordinator (SEC) appoints District Emergency Coordinators and Emergency Coordinators to organize and direct ARES support groups throughout the state. An Emergency Coordinator (EC) is assigned a geographic area such as a county. A District Emergency Coordinator (DEC) is assigned to oversee several ECs. To further coordinate ARES efforts the Section will be broke down into eight (8) Districts and the Section will include the Twenty-three (23) Counties and one (1) Disaster Response Team (DRT).

Each DEC is *responsible* for the ARES activities within his/hers district, a district plan, standard operating procedures (SOPs), training, recruitment, report activities and recommend EC appointments to the SEC. It is recommended that the DEC appoint a small staff to accomplish their mission. See ARRL's Public Service Communications Manual, Chapter (1) for more information.

Each EC is *responsible* for the ARES activities within his/hers county, a county plan, standard operating procedures (SOPs), training, recruitment and report activities. It is recommended that the EC appoint a small staff to accomplish their mission. See ARRL's Public Service Communications Manual, chapter (1) for more information.

Wyoming Districts (showing Counties)

District #1

Campbell
Crook
Johnson
Weston

District #2

Converse
Natrona
Niobrara

District #3

Albany
Carbon

District #4

Lincoln
Sweetwater
Uinta

District #5

Fremont
Sublette
Teton

District #6

Bighorn
Hot Springs
Park
Washakie
(Yellowstone National Park)

District #7

Goshen
Platt
Laramie

District #8

Disaster Response Team (State wide)

ARES and RACES

While ARES and the Radio Amateur Civil Emergency Service (RACES) are separate entities, the ARRL has long advocated dual membership and cooperative efforts between both groups. This is the approach taken in Wyoming Section ARES/RACES. The reason for this is the low number of amateur radio operators. The best solution has been found in combining both the leadership and membership of both units. If the ARES Emergency Coordinator and the RACES Officer (RO) is the same individual, or if different individuals, they are each others Assistant and all of the members are enrolled in both ARES and RACES, all the group need do is ‘change hats’ and go on as before. The ARES is part of the Field Services Division of the ARRL and is designed to support as fully as possible selected emergency response and disaster relief organizations. The ARRL has established a number of Memorandums of Understanding (MOU’s) between ARRL and other agencies. The current MOU’s at the national level are as follows:

American Red Cross
National Weather Service
Department of Homeland Security—Citizen Corps (FEMA)
Association of Public-Safety Communications Officials—International
National Communications System
National Association of Radio and Telecommunications Engineers, Inc.
Salvation Army
Society of Broadcast Engineers
Quarter Century Wireless Association, Inc.
Radio Emergency Associated Communication teams (REACT)
Civil Air Patrol

However, ARES does retain its own identity and organization structure, personnel and physical infrastructure while providing communications support. When dealing with served agencies, including county emergency managers, remember that ARES is itself a self-contained emergency organization that works with the served agency, not for it; that is, in *partnership*.

The ARES infrastructure includes privately owned radios, antennas, ARES dedicated and cooperating repeaters and accessory equipment. Even more important than the equipment, the organizational structure includes numerous nets, training exercises, community support and cooperative planning with the agencies. When officials request ARES support they get the full benefit of all this, as well as the personal services of volunteer operators, many of whom are not visible in the emergency or disaster area. At the same time, be mindful that ARES operators working in a served agency will be perceived as a part of *their* organization, should be governed by their dress, grooming, and behavior standards, and should be prepared to do anything within reason to assist them.

What became RACES grew out of a World War II civil defense organization of amateur operators that had been organized by the then War Department. By 1952, as the ‘cold war’ developed, it became clear that increased attention to communications was needed in a variety of civil defense applications and RACES, as it is known today, was born. Today it is recognized as one of the frameworks through which amateur radio operators would assist Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA) requirements for back-up or emergency communications (ECOMM) as part of the National Communications System (NCS).

Other frameworks utilizing amateur radio operators include the Military Affiliate Radio Service (MARS) and the NCS Shared Resources program (SHARES). RACES Units are created and administered by, county and state civil defense/emergency management agencies. (all following references in this document to Emergency Manager mean both Emergency Manager and Homeland Security Coordinator). Each unit is a separate entity, and there is no hierarchy or structure of command and control between units. In short, each RACES Unit ‘belongs’ to a specific civil preparedness governmental entity. As the Part 97.407 rules make clear, RACES is intended to provide radio communications for civil-preparedness purposes *only*, during periods of local, regional or national civil emergencies. These emergencies are not limited to war related activities, but can include natural disasters such as fires, floods and earthquakes. It is important to note that only emergency management officials can authorize RACES units, and appoint RACES Officers and that this operation is strictly limited to official civil-preparedness activity in the event of an emergency communications situation. Amateurs operating in the RACES organization must be officially enrolled in the local civil-preparedness agency having jurisdiction prior to an emergency. In Wyoming, the background check requirement comes from the CCDO and will not necessarily be required. The State, as a Certified Civil Defense Organization (CCDO), controls RACES unless a county decides to become a CCDO, and recommends that an individual be issued a RACES Identification Card.

Because of the need for increased security and background checks for people needing access to Emergency Operation Centers (EOC) and other emergency response facilities, Wyoming Section ARES has adopted this same identification card as the standard statewide ARES identification card as well. All primary ARES unit members must apply for and receive this card.

Operator privileges in RACES are identical to those of the class of license held by the operator in the Amateur Radio Services. All of the authorized frequencies and emissions allocated to the Amateur Radio Service are also available to RACES on a shared basis, except that should the President invoke the War Powers Act, the regular Amateur Radio Services would be required to shut down and RACES stations would be allocated frequencies based on the recently revised provisions of 97.214. During a ‘non-declared emergency’, a training session, or area exercise the unit can operate as an ARES unit. When local, State, or Federal authorities officially declare an emergency or disaster, the unit becomes a RACES unit if required, with no change in leadership, membership, or operating practices.

Activation of ARES and RACES Units

The local Emergency Management Director, usually the County Emergency Manager, is the primary served agency for that County's ARES/RACES Unit, and would normally be responsible for Unit activation, although the delegated authority may vary from county to county. The EC and EM should work together to set resource priorities for served agencies within the county during an emergency. However, the EC may activate the ARES unit at the request of any individual served agency that has or anticipates a communications emergency.

ARES/RACES units are NOT 'self-activating'.

One of the reasons for this is that in a number of counties arrangements have been made to provide injury, Workman's Comp, and liability Insurance to properly accredited volunteers, of which *activated* ARES/RACES Units are one example.

Each county EC/RO should find out exactly what the requirements are for their County, which would provide such coverage.

Nevertheless, there are a number of situations in which common sense should prevail. For example, should ARES/RACES members, especially EC's, AEC's and other appointees, become aware of an emergent emergency or disaster situation there are some logical and reasonable steps that could, and should, be taken. A proactive EC might want to initiate contact with their County Emergency Manager to make sure that they are aware of the event; begin a local or county net in preparation for assignment; and ensure that their gear and equipment is ready for activation.

Note: Any activation of an Wyoming Section ARES/RACES Unit shall be reported immediately to the appropriate DEC and the SEC

Disaster Response Team

The Wyoming ARES Disaster Response Team (DRT) is a mobile and portable emergency communications unit with its own staff and resources, designed to bring ARES organization and communication support to emergency management in areas of the state that do not have an active emergency communications group. The DRT is also available to provide mutual aid in the form of additional or specialized resources to existing ARES or RACES groups when requested. The DRT is organized and authorized as an independent mobile/portable District.

An important consideration for team members will be the ability to travel through out the State and leave home and/or jobs for various periods of time. Recruitment can be State- wide for this team.

TRAINING

AMATEUR RADIO IS A HOBBY

EMERGENCY COMMUNICATIONS IS A COMMITMENT

The Section's Leadership and all ARES members are highly encouraged to develop a self training plan. The ARES leadership is responsible for the training of all members of their group. When activated we all want to do a good job. The better trained we are, the better job we can do.

1. From the ARRL web site, download and read all information on ARES, for example, job descriptions and manuals.
<http://www.arrl.org/FandES/field/pscm/sec1-ch1.html>

2. [ARRL Certification and Continuing Education Courses](#)

- Recommended courses are:
 - EC-001 Level I Emergency Communications Course
 - EC-002 Level II Emergency Communications Course
 - EC-003 Level III Emergency Communications Course
 - Note EC-002 and EC-003 are soon to be replaced with the new Advanced EmComm

3. [Federal Emergency Management Agency Independent Study Courses](#)

All FEMA independent study courses are free, and college credit and retirement points for military reservists may be available. See the FEMA web site for details.

- Recommended courses are:
 - IS-100 Introduction to the Incident Command System
 - [IS-200 \(ICS 200\) ICS for Single Resources and Initial Action Incidents](#)
 - IS-700 National Incident Management System (NIMS), An Introduction
 - IS-800 National Response Plan (NRP), An Introduction
 - IS-22 Are You Ready? An In-depth Guide to Citizen Preparedness
 - IS-317 Introduction to Community Emergency Response Teams
 - IS-230a Fundamentals of Emergency Management

Appendix A

Draft Contents of a County Communications Plan

The County Amateur Radio Communications Plan should be the joint product of the County Emergency Manager and the County ARES/RACES Emergency Coordinator (EC) / RACES Officer (RO). It should reflect both the needs of the County Emergency Manager AND the capabilities of the local ARES/RACES Unit. Each EC/RO must be **absolutely** sure what is expected of their Unit upon activation in a real emergency.

The County ARES/RACES Communications Plan would normally appear in the County Disaster Plan as an Appendix.

The purpose of the plan is to ensure that the County Emergency Manager's requirements for backup or secondary communications by the ARES/RACES Unit are mutually agreed on to the satisfaction of both parties.

The SEC, and the DEC for the District, should each receive updated copies of the County ARES/RACES plan on an as updated basis.

County level plans are going to vary somewhat, based on the needs of particular counties and the capabilities of each ARES/RACES Unit. There can be no 'absolute' rule, but the following considerations are offered as planning guidelines.

- a. A list of served agencies and the location(s) at which they will require service.
- b. A regularly updated list or roster showing unit personnel assignments, tactical call signs, and whatever special equipment they will require.
- c. A County/District frequency list, showing what frequency is to be used at each location. This includes Packet, TelPac, and Pactor frequencies, and what frequency and mode will be used to contact surrounding Counties and Wyoming ARES Net.
- d. The call sign and location of the NCS and the frequency or frequencies on which it will operate, as well as who is expected to be assigned the duties of net control.
- e. The call sign that will be used at the County EOC/ECC. Normally the same call sign would be used on UHF/VHF/HF Voice, Packet, and Pactor, so that all operators would know that they were talking to the EOC/ECC.

- f. A list of any Memoranda of Agreement, other than the ARRL national list.
- g. The procedures to be used in case the County EOC/ECC becomes unusable. Specifically, what alternative location will operations move to, who is responsible for moving what, and what equipment is already in place at the alternative location.
- h. The procedures to be used to activate the Unit, including the sequence in which members are to be contacted, the chain-of-command for the Unit, and the order-of-succession if Unit leadership is incapacitated or otherwise unavailable.
- i. The contents of the Ready Kit of personal deployment equipment each member will need to have for a minimum 72-hour independent deployment. The contents of this kit will vary from county to county, but there are several suggested checklists available on the Internet.
- j. An annual training plan, to include, for example, net operations, message handling (formal and informal), the possible use of tactical call signs, training on equipment (including digital, antenna erection, portable operations and power generation).
- k. Efforts being made to recruit, and retain, Unit members.

A District Plan, should include:

- a. Procedures to be used by the County EC's to alert the DEC to emergent situations in the county and/or activation. Procedures to be used by the district DEC's to alert SEC, SM and SRO.
- b. A frequency plan for inter-county communications.
- c. Any special measures that may be required at the District level, such as establishing a District Incident Command Post/Incident Commander.
- d. The District plan should concentrate on coordination and training matters of concern for the District.

Appendix B

Guidelines for Net Operations

At the beginning of ANY emergency situation:

Ensure that you and your family are safe and secure before responding as an ARES/RACES volunteer!

There are quite a few ways to operate a net. Those who have been assigned the duty as Net Control should know the procedure used for their net! This plan is not going to try and specify a single 'right' way to act as a Net Control, or to check in to a Net. There are, however, some Principles of Disaster Communications and Repeater Operation to keep in mind.

Principles of Disaster Communications

1. Keep the interference level down. All emergency nets should be **directed** or **controlled** nets. There should be a Net Control Station who **firmly** acts as the 'traffic cop' on the frequency. All other stations should remain silent unless they are called upon. If you are not SURE you should transmit, don't.
2. Monitor your established disaster frequencies. Unit members are expected to know what frequencies will be used in their area. They should 'come up' on those frequencies, BUT, again, unless they have something important to contribute, they should CHECK IN, providing whatever information the Net Control is requesting, and then remain quiet.
3. Avoid spreading rumors. During and after a disaster situation you may hear almost anything. Much misinformation is transmitted. Rumors are started by exaggeration and misinterpretation. Be very careful NOT to add to, or subtract from, the official message you hear. Remember that the media in the area of a disaster is going to be very anxious to obtain, 'the news', and anything that they hear might appear in the public press.
4. Authenticate all messages. Every message, that purports to be of an official nature, should be written and signed. This is easy when doing digital communications; less so when an Incident Commander turns to you and asks you to 'send a message'. Whenever possible, amateurs should avoid initiating disaster or emergency traffic themselves. In any event, **keep a log.** The communications, agency officials we serve supply the content of the communications, not us.

5. Strive for efficiency. Know your limits; both in terms of operating ability and in terms of physical stamina. If you start to get overloaded, get help. If you get tired, get a relief.
6. Select the mode and band to suit the need. If you are the NCS or supervising communications during an emergency, be prepared to use the band and mode most appropriate to your current communications situation. Know when to use 2-meter simplex rather than a repeater. Know when to move to a 160, 80, 60 or 40meter frequency as propagation changes. When messages are long, or to obtain some measure of ‘transmission security’, use a digital mode.
7. Don’t ‘broadcast’. Keep transmissions short and directed to a specific station or stations. Very rarely will it be necessary to advise ‘all stations’ of the particulars of the current emergency.
8. Use communications channels intelligently. The prime objective of ARES/RACES activities is to provide a secondary means of communications to save lives and property when normal channels are not available. It is also becoming common practice to ask amateurs to operate on other than amateur frequencies and on other than amateur radio gear. You should not be surprised to be asked to run a fire radio, a county sheriff’s radio or a FEMA radio.

Principles of Repeater Operation

1. Use minimum power. In some areas you run the risk of keying more than one repeater. Know what the CTCSS tones are for the repeaters you will be using. Remember, low power conserves batteries.
2. Use simplex whenever possible. In many cases it may be possible to use a simplex frequency at the scene of the incident, and only use a repeater for contacts outside the immediate area. Consider the use of a cross-band repeater at the scene. That way local communications can take place on, for example the 70-centimeter band, and, by turning on a CTCSS that would then cross-band into a 2-meter repeater, use the same radio for longer distance communications.
3. Observe the ‘pause’ procedure between exchanges. This allows stations with Emergency or Priority traffic to break the repeater. On linked repeater systems the pause also allows all of the linked machines to ‘key’ together so that leading words are not lost.
4. Listen much, transmit little. Check in with the Net Control when check-in’s are called for. Then, listen.
5. Monitor other local ARES/RACES nets. If you have the capability, listen on more than one frequency. Another net on a different repeater might need your services. BUT, never leave a net you have checked into without first notifying Net Control that you are leaving.

6. Think before you talk. Remember, anybody with an inexpensive public-service-band receiver can monitor what you say. Stick to the facts. Control your emotions.

7. Articulate, don't slur. Speak close to the mike. Keep your voice down, but not too soft. In an emergency situation one often tends to get excited and shout. Talk slowly and calmly. When passing traffic, remember not to speak faster than the receiving operator can write! Remember to use pro-words like 'Figures' when numbers follow, and 'I spell' with unusual words or even common words with more than one spelling. Use the standard phonetic alphabet!

A Note on Message Formats and Traffic Routing

There are two formats in general use for formal message traffic. The traditional ARRL Radiogram format and the IC-213 format, the latter a product of the National Incident Management System (NIMS) standardized Incident Command System.

All traffic sent via digital means should be in the IC-213 format. That is now the standard for emergency/disaster messaging when using the Incident Command System, which all governmental agencies are required to use during emergency operations.

Formal traffic received over voice circuits will in many cases continue to come in the ARRL National Traffic System (NTS) format.

ARES/RACES operators should never refuse to accept emergency or priority traffic regardless of the format in which it is sent!

Net controls will from time to time be asked to take Routine traffic, sometimes referred to as Health and Welfare traffic. Operators acting as NCS's must remember that the dedicated purpose of ARES/RACES nets is to pass Emergency and Priority traffic as required by any civil defense or other competent authority. That usually means that the NCS should advise stations checking in with Routine traffic, traffic other than that of an official nature, or Health and Welfare traffic, to move off the ARES/RACES net to an NTS net. ARES/RACES net controls should know the times and frequencies of the relevant NTS nets.

Appendix C

Weather and Earthquake Warning Systems

There are several warning or alert systems that may provide vital information to ARES/RACES Units:

NOAA Weather Radio All Hazards (NWR)

This is a nation wide network of radio stations broadcasting continuous weather information directly from the nearest National Weather Service office. NWR broadcasts official Weather Service warnings, watches, forecasts and other hazard information 24 hours a day, 7 days a week. This is your best source for comprehensive weather or storm related emergency information. Stations and frequencies for Wyoming are shown below:

Call Sign	Site Name	Site Location	Frequency	Power
WXM46	Sheridan	Banner Peak	162.475	400
WNG660	Gillette	Campbell County	162.5	1000
WXM47	Casper	Casper Mtn.	162.4	1000
WNG723	Dubois	Dubois	162.45	300
KXI37	Rawlins	Elk Mtn.	162.425	300
WNG571	Glendo	Glendo Reservoir	162.45	1000
WNG568	Worland	Greybull	162.525	300
WNG662	Kaycee	Johnson County	162.55	300
KJY75	Kemmerer	Kemmerer	162.525	300
WXM61	Lander	Lander	162.475	300
WNG563	Cody	McCullough Peaks	162.4	300
KXI85	Evanston	Medicine Butte	162.45	300
WNG661	Newcastle	Newcastle	162.475	300
WXM37	Cheyenne	Pole Mtn.	162.55	1000
KXI34	Rock Springs	Rock Springs	162.55	300
KWN39	Jackson	Snow King Mtn.	162.525	300
WNG569	Afton	Star Valley	162.425	300
WNG679	Pinedale	Sublette	162.5	300
WNG573	Thermopolis	Thermopolis	162.5	300
WNG667	Grant Village	Yellowstone 1	162.45	300
WNG686	Elk Plaza	Yellowstone Nat'l. Park North	162.425	300

Number of Stations in Wyoming = 21

County Emergency Coordinators should consider obtaining a special NOAA Weather Radio, which automatically notifies the user of special bulletins. Many other ARES/RACES/ Unit members should consider programming their handhelds and/mobile radios with the local NWS frequency. You should limit your monitoring if you are working other emergency traffic. If you are in a net you should notify the NCS if you plan to listen to the weather report for extended periods. More information on this system is available at:

<http://www.weather.gov/nwr/>

U.S. Geological Survey Earthquake Notification Service

The U.S. Geological Survey provides an earthquake notification via the internet. ARES/RACES Units should consider registering for this service using their Winlink e-mail address. Subscription to this service can be obtained at:

<http://earthquake.usgs.gov/eqcenter/ens/>

RACES SOP

11 Aug 2009

Addition to the RACES SOP:

It is our intent to include these paragraphs in an SOP eventually. These paragraphs pertain only to RACES. Many operators and governments discuss the intent of 47 CFR 97.407. These various interpretations could lead to problems during emergencies and do give strife amongst radio operators and civil defense organizations. We hope that the following will alleviate those concerns. Other documents define the primary emergency management responsibility. This document comprises previous documents SOP I and SOP II.

A. Definitions:

Certifying Civil Defense Organization (CCDO) – A government within the state of Wyoming that certifies RACES operators.

EOC – Emergency Operation Center or similar

DHS – U.S. Department of Homeland Security

Operator – Any licensed amateur radio operator, including government employees, engaged in emergency communications and using frequencies allocated to amateur service by the Federal Communications Commission (FCC) in 47 CFR 97.

RACES – Radio Amateur Civil Emergency Service (47 CFR 97.407).

RACES operators – A certified RACES radio operator within the state of Wyoming.

OHS – Any Office of Homeland Security in Wyoming as defined by W.S. 19-13-108

WOHS – Wyoming Office of Homeland Security

B. RACES Certifying Civil Defense Organizations:

Authority - RACES operations shall comply with 47 CFR 97.407 and Wyo. Stat. §19-13. "Civil defense" in 47 CFR 97 shall mean "Homeland security" in Wyo. Stat. §19-13.

Purpose of this document – This document is written to eliminate confusion during emergencies. There are an abundance of people scrutinizing the legality of every RACES operation. Such scrutiny distracts from the RACES mission and crates tension among people within the emergency operating community. This document should alleviate such debate.

Within the State of Wyoming, only the State and Counties may be CCDOs. Some Wyoming counties have indicated they do not wish to act as a CCDO and the State will act as CCDO for those jurisdictions. A RACES operator has only one CCDO, and that CCDO will determine which organizations that operator can provide service. It is the responsibility of the CCDO to ensure RACES operators they certify meet all their agency requirements and the requirements of 47 CFR 97.407. County CCDO's must notify the state of any actions taken concerning certification or denial of certification for any RACES operators within their jurisdiction.

Jurisdiction - For the purposes of this document, the State has jurisdiction for RACES within Wyoming. All State run operation centers are under the jurisdiction of the state despite their location. Wyoming counties electing to retain CCDO designation must notify the state in writing. Those that do not make such notification will be deemed to have transferred CCDO authority to the State. Counties retaining CCDO designation retain jurisdiction within their counties, working in cooperation with the state.

Cooperative Agreement - Any RACES operator certified by the State CCDO or by any County CCDO within the State of Wyoming is a RACES operator for all civil defense organizations within the state. The CCDO determines what transmissions are allowed, as per 47 CFR 97.407, but may transfer their control to another civil defense organization within their jurisdiction.

Right of refusal - A CCDO may disallow a RACES operator from operating within their jurisdiction either for their selves or for any other civil defense organization. Any civil defense organization may disallow any RACES operator from service to them.

Certification process – The applicant should send their completed application to their CCDO for certification. The CCDO certifies the applicant after determining that the applicant meets the CCDO's requirements and the requirements of the FCC. As soon as practical, the CCDO should send a copy of the certified application to the SRO for tracking and other purposes.

The SRO will maintain a database of RACES members. A CCDO may need a RACES operator to transmit on amateur radio frequencies before the State RACES Officer has entered the applicant's information into the database. In such cases the CCDO itself must inform the SRO that the operator is truly a RACES operator. This is to ensure security and to assure that rogue operators do not hamper communications.

Any county wishing output of the RACES database should request the information from the SRO.

C. Activation:

Jurisdiction - Any CCDO may activate RACES either inside or outside of its jurisdiction.

Temporary RACES Nets - When the DHS raises the “threat conditions index” to red (severe) and when a CCDO is unavailable, RACES has the authority to activate RACES nets for the purposes of taking check-ins and resource management. RACES Officers will control RACES communications when they are available. Such activation shall be considered within the scope of 47 CFR 97.407. Net control operators will check-in only RACES stations.

First Responders - RACES operators may also be First Responders. Any First Responder acting as an operator must also be a RACES operator. Regulations elsewhere cover the qualifications of First Responders.

ARES/RACES Guidance – CCDOs may use RACES or ARES to provide emergency communication. ARES will provide almost all of the communication during incidents. When the incident expands and requires State resources then the CCDO should use RACES. Under 47 CFR 97.407 only RACES operators may transmit on the amateur radio frequencies when the President enacts the War Powers Act. CCDOs should activate only RACES whenever the DHS raises the “threat conditions index” to red (severe), terrorism is a possibility, the military is involved, or when the CCDO desires the level of security provided by RACES.

Appendix E

District and County Plans

Annexes	Attached
District #1	Plan not received
Campbell	Plan not received
Crook	Plan not received
Johnson	Plan not received
Weston	Plan not received
District #2	Plan not received
Converse	Plan not received
Natrona	Plan not received
Niobrara	Plan not received
District #3	Plan not received
Albany	Plan not received
Carbon	Plan not received
District #4	Plan not received
Lincoln	Plan not received
Sweetwater	Plan not received
Uinta	Plan not received
District #5	Plan not received
Fremont	Plan not received
Sublette	Plan not received
Teton	Plan not received
District #6	Plan not received
Bighorn	Plan not received
Hotsprings	Plan not received
Park	Plan not received
Washakie	Plan not received
District #7	Plan not received
Goshen	Plan not received
Platt	Plan not received
Laramie	Plan not received
District #8	
Disaster Response Team (State wide)	Plan not received



Amateur Radio Emergency Service®

ARES® Registration Form

Name:	
Call Sign:	
Mailing Address:	
City, State, ZIP code:	
e-mail address(es):	
Home phone number:	
Work phone number:	
Cell phone number:	
License Class:	

Check bands and modes that you can operate:

MODE	HF	6 meters	2 meters	222 MHz	440 MHz	Others	
SSB							
CW							
FM							
DATA							
PACKET							
Other modes (specify below)							
Mobile Operation							

Can your home station be operated without commercial power? Yes [] No []

Signature _____ Date _____

Contact ARES® and ARRL Section Leaders in your area: <http://www.arrl.org/sections/>.
 Learn about ARRL-sponsored Amateur Radio Emergency Communications Courses: <http://www.arrl.org/cce/>
 FSD-98 (07/04)



**Wyoming Office of Homeland Security
Radio Amateur Civil Emergency Services (RACES)
Operator and Station Certification**



Name: _____ Amateur Call: _____ County of Residence: _____
 Governmental Certifying Civil Defense Organization (CCDO): _____
 License Class: T T+ G A E Expiration Date: Month ____ Day ____ Year ____

Personal Information:

Birth Date: _____
 Mailing Address: _____
 Street Address: _____
 City: _____ State: ____ ZIP: ____
 mail Address: _____
 Home Phone: _____ Cell Phone: _____

Employment Information:

Occupation: _____
 Employer: _____
 Mailing Address: _____
 Street Address: _____ E-
 City: _____ State: ____ ZIP: ____
 Work Phone: _____

Formal certified training: Certification documentation such as a certificate or FEMA transcript should accompany the application or as agreed upon with the CCDO. You should notify your CCDO when you update your training. IS-100, IS-200, and IS-700 are required within the first year of certification.

- IS-100 IS-200 IS-300 IS-700 IS-702 IS-800 IS-317
 Comm Unit Leader AWR-160 First Responder Card CERT Certified
 ARRL Emergency Communications Courses: EC-001 EC-002 EC-003
 CPR First Aid Other relevant training: _____

Affiliation Information: ARES MARS (Call) _____ Skywarn CAP (Call): _____
 CERT Red Cross Salvation Army VOAD (list all) _____

Personal Assessment: I believe I am physically capable of working in the following environments:
 Office EOC Urban Disaster Site Disaster Shelter Improved Field Site (Fire Camp)
 Unimproved Field Site Pack tested Most recent test date _____

Skills Information: Antennas Towers Computer Tech Radio Tech Electronic Tech
 Electrician Welder Carpenter Truck Driver ARES Net Manager
 Other relevant skills: _____

Equipment Information: HF HF Mobile HF Data (Modes): _____
 2-Meter Mobile 2-Meter Handheld VHF/UHF Packet ARES OES ARES ORS
 Alternative Power Generator (KW): _____

*****Enclose a Copy of Your Amateur Radio License with Application*****

I agree to abide by and obey all orders and directives of the Federal Communications Commission as they apply to the Radio Amateur Civil Emergency Service and any authorization issued in accordance with this application shall be issued with the express understanding it is subject to revocation or cancellation at any time. I have read and agree to accompanying instructions dated 19 Jun 2009.

 Signature of Applicant _____ Date _____

CCDO Certification: I hereby certify the applicant is a member of the CCDO named below and has satisfied all requirements for participation in RACES for the area served by that CCDO.

 Signature of CCDO Officer _____ Date _____ WSRO _____ Date _____

Privacy Information

Detailed individual information will only be disclosed to the Wyoming Office of Homeland Security (WOHS), County Coordinators, and Wyoming RACES members. Only your name and call sign may be released publicly. You should not provide optional information that you do not want released accordingly. Any information may be used anonymously to report Wyoming RACES or CCDO as a whole.

Instructions

1. **Membership Eligibility:** All amateur radio operators eighteen years and older are eligible for membership in the Wyoming RACES program. Club and military stations are not eligible for membership.
2. **General:** Information in *italic type* is optional. The CCDO may require more or less information than is on this form. You should discuss any concerns with your CCDO.
3. **Personal Information:** Providing a street address (when different from your mailing address) provides a means to locate you when normal communications are unavailable. Providing your cell phone number will help us quickly locate you in the event of an emergency. Providing your e-mail address will allow us to communicate with you in a more timely and cost-effective manner.
4. **Employment Information:** Providing this optional information will assist in contacting you in the event of an emergency or in locating persons with specific skills. If you are retired, listing your former occupation would be of assistance.
5. **Formal Training:** While this does not capture on-the-job training, providing certified training information will allow us to assess your suitability for disaster and field assignments. Other training might include firefighter, emergency medical technician, or computer certifications.
6. **Affiliation Information:** Providing this information gives the RACES program a point-of-contact in other organizations and alleviates duplicate accounting of your service.
7. **Personal Assessment:** Providing this information will assist in assigning you to an appropriate location in the event of a widespread emergency.
8. **Skills Information:** Providing this optional information assists us in locating persons with special skills. Please mark any skills you can perform with little or no supervision. Other skills might include teacher, cook, heavy equipment operator, or plumber.
9. **Equipment Information:** Providing this optional information enables us to locate persons with equipment for specific assignments. Where blanks are provided (HF Data, for example) please provide specific information on the modes you are proficient in, such as PACTOR, PSK31, Packet, or APRS. Alternate power includes solar, wind, or battery powered operation capability.
10. **The Wyoming State RACES Officer's initials:** Initials only note that the form is complete or as agreed otherwise, signed by the proper CCDO, and entered into the database.
11. **Background checks** – All RACES members are subject to background checks. Now or in the future, some CCDOs may require financial checks for certification. Before financial checks, the organization requiring the check will inform you and may request additional information. At that time you may discontinue your membership without repercussion if you will not authorize a financial check.
12. **Disposition:** Give completed form to your CCDO
13. **Questions:** Ask your CCDO or the Wyoming State RACES Officer any questions you may have.