MARA ARES EC SOP & DESK REFERENCE

MARCH 17, 2024

MARA ARES GROUP

Countdown before disaster if you have warning.

The below recommendations are prep for your home QTH if we have warning and can be adjusted as based on your experience and past emergencies. We always want to make sure our families are taken care of if we go to volunteer to help Emergency Services and/or supported agencies. In some cases, our extended families (pets) need some extra assistance.
There are suggested actions that you might take to assure that you and your family are prepared. These are suggested and you can develop your own to add/delete or put in a different order to fit the needs of your family:
96 Hours Out (4 days) Organized to minimize trips and address where shortages might occur.

Ace, Box Store: Clean up supplies (duct, painters' tape; trash bags; clear plastic sheeting)
Ace, Box Store: Quantity of 2 cycle oil (chain saw, weed eater, blower, etc.)
Ace, Box Store: Fill propane tanks; Box Store: Exchange propane tanks
Ace, Box or Dollar Store: Review battery quantities (D, 9, AA, AAA, 2032, etc.)
Costco, 3 Bears, Dollar Store: Review paper plates, napkins, utensils, toilet paper, paper towels (paper will save water and good for the fire)
Check firewood supply.
Contact your emergency contact number out of state and make contact with any children who may be away from the house to make sure they are aware of your situation and how to contact you directly or thru the Red Cross or local ham radio group.

72 Hours Out (3 Days)

Check food in refrigerators/freezers and plan purchases for filling in what you have
Grocery: Drinking water (1 gallon/day/person, animal) bleach and procedure to purify water
Grocery: Packaged foods (bread, peanut butter, canned fruit, honey, dry cereal, energy desserts, snacks, canned vegetables, canned meats), Sports Drinks (heavy work afterward), Pet food, special diet
Drug Store: Medications & prescriptions, first aid supplies, sun block.

48 Hours Out (2 Days)

Tools: Charge portable drill batteries, Comm Go-Kit batteries
Gas Station: Fill vehicles for travel to assignment
Gas Station: as available - fuel for 2/4 cycle engines (no alcohol, gasoline generators, tools)
Prep: generator, chain saw, blower, flashlights, rain gear, boots
Storage: MRE's (optional), dehydrated foods

24 Hours Out (1 Day)

Window Prep: Install window protection. Materials have been at home for at least a week if needing any installation. Not always required in Alaska. If flooding is occurring, do you have alternate routes available out of the affected area?
(Optional)
Prep: Move potted plants, grill, radio antennas, rain gauge, table, chairs, etc. inside or secured or tie down so they do not become a missile.
Prep: Set out Personal Go-Kit and Comm Go-kit for final check

12 hours Out

Package important papers including pet shot records.
Charge cell phone, pads, hand-held radio batteries, laptop computer, and shaver.
Have 4 wheelers or snow machines gassed up so they will be ready, start them up to make sure they will start.

Emergency Coordinator (EC)

The ARRL Emergency Coordinator is a key team player in ARES on the local emergency scene. Working within your Section, the Emergency Coordinator, with the DEC and Official Emergency Stations, prepare for, and engage in management of communications needs in disasters.

Requirements:
Technician class license or higher; Full ARRL membership

Responsibilities:

1. Promote and enhance the activities of the Amateur Radio Emergency Service (ARES) for the benefit of the public as a voluntary, non-commercial communications service. Manage and coordinate the training, organization, and emergency participation of interested amateurs working in support of the communities, agencies or functions designated by the District Emergency Coordinator (DEC). He or she will establish viable working relationships with federal, state, county, city governmental and private agencies in the ARES jurisdictional area which need the services of ARES in emergencies. Determine what agencies are active in your area, evaluate each of their needs, and which ones you are capable of meeting, and then prioritize these agencies and needs. Discuss your planning with your DEC and then with your counterparts in each of the agencies. Ensure they are all aware of your ARES group's capabilities, and perhaps more importantly, your limitations. Develop detailed local operational plans with ''served'' agency officials in your jurisdiction that set forth precisely what each of your expectations are during a disaster operation and insure they understand your teams need to be dispatched by the Borough EOC Resource Section. (This ensures the right resources get to the correct location). NOTE: if only your area is affected and the EOC has not been established yet, contact the DEC so support nets can be established to assist you as required and provide a link to Emergency Services so they can determine their plan of action.

2. Work jointly to establish protocols for mutual trust and respect. All matters involving recruitment and utilization of ARES volunteers are directed by you, in response to the needs assessed by the agency officials. Technical issues involving message format, security of message transmission, Disaster Welfare Inquiry policies, and others, should be reviewed and expounded upon in your detailed local operations plans.

3. Establish local communications networks run on a regular basis and periodically test those networks by conducting realistic drills. Your members do not have to be members of ARRL to be part of your ARES group. But do recommend a little prior training so they are familiar with our procedures. Develop and Emergency/Agency calling phone book, your members can assist in this area to get a comprehensive list. Establish an emergency traffic plan, with Welfare traffic

inclusive, utilizing the National Traffic System as one active component for traffic handling. Establish an operational liaison with local and section nets, particularly for handling Welfare traffic in an emergency situation. Have each of your members carry ICS 214/214-1 log sheets. These will be their timecards and what occurred at the assigned area during the operation. Have them turn them in at the end of the operation.

4. In times of disaster, evaluate the communications needs of the jurisdiction and respond quickly to those needs. The EC will assume authority and responsibility for emergency response and performance by ARES personnel under his jurisdiction. Work with other non-ARES amateur provider-groups to establish mutual respect and understanding, and a coordination mechanism for the good of the public and Amateur Radio. The goal is to foster an efficient and effective Amateur Radio response overall. Work for growth in your ARES program, making it a stronger, more valuable resource and hence able to meet more of the agencies' local needs. There are several new Technicians coming into the amateur service that would make ideal additions to your ARES roster. A stronger ARES means a better ability to serve your communities in times of need and a greater sense of pride for Amateur Radio by both amateurs and the public.

5. Report regularly to your DEC and Net Controls, as required. Encouraged to earn certification in Level 1 of the ARRL Emergency Communications Course and ICS Course 100, 200, 700, & 800. Recruitment of new hams and ARRL members is an integral part of the job of every ARRL appointee. Appointees should take advantage of every opportunity to recruit a new ham or member to foster the growth of Field Organization programs, and our abilities to serve the public. But remember, it would be nice to have folks in the ARES organization but not necessary if the hams are willing to train and follow your guidance's to meet the missions assigned. However, it is critical that they follow ARES policies and procedures. Use the ARRL monthly DEC/EC report form to keep me up to speed for your folks in your area. For new members or folks that have never registered for MATSU ARES, use the form on the MATSU ARES website, www.kl7jft.org . There will be several additional references and guides for you and your members there.

6. DEC will contact ECs with a warning order by email, phone or radio and if and where the MARA Comm Center will be setup at and the number of volunteers needed to man it. Normally we should have 10-12 folks. Drivers will be alerted with the details.

7. Ensure everyone has the latest ICS 205 (Freq Plan)

8. Call your calling tree by phone or radio to hams in your area and give them a warning order and find out who can be ready to deploy and what equipment they can bring to the emergency.

9. Tune ham radios to the standard repeaters or simplex nets to monitor the standard frequency plan for reliability and if operational.

IF being activated

Final preparation of Go-Kits
Have ID cards with you.
Have necessary forms and check list in your go kit.
Prepare access home access doors with deadbolt and door brace.

IF staying at home:
Fill bathtub with plastic liner and fill with water for flushing commode.
Clean tools Shovels, rakes, etc.
Get out battery powered or oil lamps (YOU MAY WANT TO PUT THE OIL LAMPS IN A SAFE PLACE OUTDOORS)
The bracing of the exterior doors with a deadbolt and door brace can be postponed and set based on the direction of the winds.
Notification: Standby and report to net control “ready to activate in place or available to deploy

At some point in the above countdown; the ARES leaders and the Agency (Hospital, Red Cross, Salvation Army, etc.) will be communicating and finalizing plans. The complete staffing of the EOC (Level 1) and storm shelters will be key events and may impact the schedule. CERT leaders need to provide a list of folks that will be available for activation and any communication requirements they my need.

WINDSHIELD REPORTS
Multiple damage assessments may be warranted when an area receives damage from severe weather. Quick assessments (referred to as windshield surveys) of governmental damage and private damage generally are performed. Have folks in your group to cover various areas and main comms with them while they are out. Then pass info to Net Controls of your situation, send county status and weather reports to include medical facilities, food supplies, gas stations and if shelters are activated in your area.

1. As soon as the wind, flooding, earthquake or snowstorms die down, Public works will be activated. Alaska DOT will concentrate on Interstate highway, Anchorage streets as assigned and Federal funded highways and in that order. The Borough Public Works will focus on highways and streets that will get the businesses re-opened and traffic flowing including high priority locations such as flow to and from shelters, Urgent Care, and Hospitals. And school bus routes. They will be clearing blocked roads, bridge damage, etc.

2. Radio operators and CERTs may be asked by their supported agencies as directed by the Borough EOC to do a snapshot survey for assigned areas such as businesses, neighborhoods, sub-divisions, and off main roadways. They may be identifying streets with no power, damaged structures, establishing boundaries for flooded areas, location of people that might be up to no good, and a variety of other situations. Serious situations identified would be immediately reported by radio to Net Control. Beforehand, the radio operators should receive a briefing detailing what information is needed, issued team logs to be completed, and when the task or shift is complete, there will be an agency debriefing from the team. The log may note the address and the type of situation.

3. Previously trained representatives from the local, county, state governments, will also verify and/or participate in a damage assessment if the county may have enough damage to qualify for a state or federal declaration (Preliminary Disaster Assessment). This assessment has four levels that are found at the bottom of the page. This is compared against the tax value listing of the property to an estimated damage value. These are then added together.

4. Volunteer organizations such as the Red Cross (CANS system), Salvation Army, and the faith-based community normally may obtain information to provide individual and family support (shelter, food, clothing, and long-term recovery. Many of those identified are people with no insurance or savings, rent, etc. that fall "between the cracks" after disasters. Red Cross criteria are different from FEMA's and, therefore, can now be used for the above Preliminary Disaster Assessment.

5. The National Weather Service personnel will respond to verify the cause of damage, if needed. Thorough assessments by professionals (such as building inspectors, tax assessors, and storm water management personnel) may be necessary later. The windshield survey or damage assessment allows Incident Commanders (ICs) to determine how much damage has occurred; evaluate immediate action. These groups or a combination of are often used for this initial damage assessment and range. From police, fire, public works, building inspectors, emergency management volunteers, helicopter units, storm spotters, radio operators, and CERT.

6. Prompt surveys improve the recovery process form a natural disaster or manmade event.

7. A group, or team of individuals, who are assigned to an area, that have been briefed with the objectives, provided with data collection forms, have previous training which allows them to ability to split up within their area and quick assess the damage is the preferred technique. Once the individuals have canvassed the area, regrouping at a pre-determined location so the data can be compiled into a single report for addressing the identified problems. Forms should be the same for each team with the packet including terms with definitions for the accessor and guidelines for accessing minor, major, and destroyed properties. It further outlines the process for reporting your assessment to the FEMA officer, as well as radio communications that are being utilized and the safety concerns in the areas being assessed.

1. Set up the Survey.

Incident
Incident Dates
Incident Location
Identify the risk that you are looking for including location with no power, gas leaks, fires, flooding, structural wind damage - light, moderate, destroyed.
Guidelines for a windshield Survey

2. Use a map.

If possible, try to form a team of at least two.
Drive at a moderate speed and avoid unexpected actions.
Drive both on major and minor streets, particularly residential neighborhoods.
Pull over at regular intervals to make and compare notes.
Try to be inconspicuous.

3. Equipment

Protective Clothing/Basic Equipment
Good boots and footwear
Rain Gear
Winter Gear
Work gloves.
Eye protection
Head protection.
Whistle
Emergency Blanket
First Aid Kit

Chalk/lumber crayon.
Cameras
Emergency backpacks go kit

4. Safety Requirement

Buddy system
Status update periodically

5. Safety Awareness

Debris - glass, wood, metal
Fuel/gas leaks.
Vehicles
Unstable structures
Downed Wires
Flooded areas
Animals
Criminals

Levels of Disaster Damage FEMA DEFINITION (Use the below criteria when making reports)

1. Affected

This structure is habitable. A structure which received damage but is useable for its
Affected intended purpose. Water Damage: (Single/Multi) Less than 1 foot in basement, minor access problem. (Mobile)
Water causes access problems underneath. No water touched the unit.

2. Minor Damage

This structure is currently uninhabitable. A structure which has received such damage that it is no longer useable (or its basic purpose but can be easily repaired and Damage made use able in a short time.
Water Damage: (Single/Multi) Less than 2 feet on first floor. No basement or 1 to 8 feet in basement.
(Mobile) Utilities flooded, piers shifted/washed out.

3. Major Damage

The structure is currently uninhabitable, which has received substantial damage and will require considerable time to repair but is economically feasible to repair.
Water Damage: (Single/Multi) 2 feet or more on first floor
Structural damage- collapsed basement walls. (Mobile) Water -soaked bottom board, shifted on piers.

4. Destroyed

Structure is permanently uninhabitable, has received severe damage and repair is not economically or technically feasible. Water Damage: (Single/Multi) Not economical to repair, home pushed off the foundation. (Mobile) Water above floor level, or unit swept off the foundation.

YOUR AREA CALLING TREE

Alaska Section ARES® Officials

	Name	Address	Phone	Email
SM	David Stevens/KL7EB	8621 Golden St Apt 4, Anch 99502	907 245 6483	danddstevensak@gmail.com
SEC	Todd Dokey, KL4EL	1204 Halibut Pt Rd #B, Sitka, 99835		secak.kl4el@gmail.com
DEC	Don Bush, KL7JFT	P.O.Box 871141, Wasilla, AK 99687	(907)746-6845	kl7jft@arrl.net /MATSU
EC	Ray Hollenbeck, KL1IL	1457 Pioneer Peak Dr, Wasilla, 99687	(907)373-6771	Kl1il@arrl.net /WASILLA
EC	WILLOW VACANT			
EC	PALMER VACANT			
EC	Hal Morgan, KL0WX	P.O.Box 13145, Trapper Creek, AK 99683	(907)733-3145	krotocreek@hotmail.com /TRAPPER CK
EC	SUTTON VACANT			

MARA ARES® Phone Tree

Name & Title	Address	Phone	Email	Call sign

ARRL® Alaska Section ARES® Code of Conduct

American Radio Relay League Alaska Section Amateur Radio Emergency Service members are the personification of amateur radio to the public and to our governmental and quasi-governmental agencies whom we serve.

As such, we have elected to publish guidelines under which we expect ARES registered volunteers will operate. We should strive to meet these conditions for participation; we strongly encourage each ARES member to abide by these standards. ARES membership is opened to all licensed amateur radio operators.

- ARES members will conduct themselves with respect and courtesy to those whom we serve. We will be listeners and communicators.

- ARES members will not act as or be perceived as agents or employees of the agencies whom we serve. We are a serving agency and have no authority to act on behalf of the agency. Members of non-amateur agencies will not be ARES members.

- ARES members will not use the logos or identifying marks of the outside agencies or wear uniforms of any agency so as not to misrepresent the ARES mission to other agencies. Standard ARRL Communication apparel is authorized.

- ARES members will not use profanity, vulgar language or language or expressions which may be considered derogatory when in public.

- ARES members will not park in restricted areas, unless specifically authorized or invited to do so by the agencies we serve.

- ARES members will not use flashing lights while vehicles are underway. Use of flashing yellow lights is permitted only when vehicles are stationary for the purposes of collision avoidance. If in doubt, please inquire with Net Control and they will request clarification from the Emergency Operation Center.

- ARES members will not solicit contributions or gifts, merchandise or services from any individuals or businesses while using the name of local EOC or the phrase Emergency Services. All solicitations using the name of Amateur Radio Emergency Services or associated, related names must be approved in writing by those associated agencies, in advance. No ARES member (including ARES leadership) is authorized to use the name of the agencies without their prior written permission.

- All prospective ARES members must be able to pass their respective County EOC credentialing requirements. These requirements are not negotiable.

- ARES members during emergencies need to insure their families are safe and prepared. When volunteering for communication duties with ARES, that will be their priority emphasis and follow the current area emergency plans and priorities required by the ARES leadership and our supported agency, in most cases as a resource for the EOC assigned to.

Linda Mullen/AD4BL, Alaska SEC

Ray Hollenbeck/KL1IL Alaska SM

Adopted March 10, 2012 by the leadership of the American Radio Relay League Alaska Section Amateur Radio Emergency Service.
This document effective November 15 2017, confirms prior verbal policy.

MARA Amateur Radio Emergency Service

Grab and Go Kit Check List

- ☐ 2 meter HT plus 12 hours' worth of batteries (a dual band 2M/440 is better), Cell phone
- ☐ Consider a waterproof bag to protect it from the elements
- ☐ 1/2 wave gain antenna for better performance and/or a magnetic mount antenna
- ☐ AC to DC adapter and auto cigarette lighter plug cable to power HT
- ☐ Remote speaker/microphone or headset
- ☐ Headphones with correct connector to plug into radio, for use in noisy areas
- ☐ Extra coax for antenna and connectors and adapters for radio
- ☐ Alaska Atlas Topo Map book or other maps of the area
- ☐ Repeater listing or frequency Directory for your area
- ☐ User's manual for your radios or cheat sheets, in plastic zip locks
- ☐ Message forms, writing pads, pens and clipboard
- ☐ ARES badge, MARA ID, and copy of FCC license
- ☐ Appropriate clothes for the weather, terrain and duration. Dress to stay warm and dry.
- ☐ Hat, sunglasses and sun block for warm sunny weather.
- ☐ Food, water, and needed medicines for at least 12 hours
- ☐ First Aid Kit, First Aid/CPR training guide and qualification card, Tylenol, cold meds, vitamins, etc.
- ☐ Night time gear, flash light, head lamp, extra batteries, and bulb, reflective vest, flares in vehicle
- ☐ Gas and water shut off tools
- ☐ Emergency Plan, ready book, emergency telephone numbers and frequencies

EXTRA ITEMS

- ☐ Second radio with 12 hours of battery power
- ☐ Base station antenna i.e.. J-pole and mounting hardware, portable masts
- ☐ 50 feet of coax with connectors
- ☐ Scanner radio and frequency list of local public safety agencies
- ☐ Large 12 volt battery, Gel or deep cycle, charger, 100 feet of AC power cord, large gauge, battery charger for handheld radios
- ☐ Poster paper, markers and tape for signs
- ☐ Hard-hat for your head
- ☐ 3-way electrical adapter (for 2 prong outlets)
- ☐ Whistle, signal mirror, compass, or GPS if available, binoculars
- ☐ Waterproof paper and note pad
- ☐ Soldering iron, misc wire, solder, tape, solderless lugs, misc wire tools
- ☐ Water, one gallon per day per person
- ☐ Watch and small clock, with alarm, calculator, camera
- ☐ Sleeping bag
- ☐ Insect repellant
- ☐ Cash, spare change
- ☐ SWR Meter
- ☐ Spare fuses
- ☐ DC/AC inverter
- ☐ Ropes and cords
- ☐ Duct tape, flagging tape
- ☐ Tape measure

RECOMMENDED FORMS

These forms are located on the MATSU ARES Webpage, www.kl7jft.org and can be downloaded to add to your book.

ICS 205	Current Alaska Comm Plan
ICS 213	Ak version of agency message form
ARRL Msg. Form	For ham traffic and health and welfare traffic
ARRL Welfare Codes	Use to fill out the above msg form
ICS 211	Member log in/out form for the operation
ICS 213 RR	Resource request Message
AK ISNAP	County Status Report form and key
ICS 214 & 214-1	Member activity log sheet (time card)
COMSPOT Msg	Opening status of each or main station
ICS 319	Message Comm Log
FSD 218	ARRL message handling training aid

ADDITION REFERENCES RECOMMEND

NOTE: These References Can Be Down Loaded and Held on Your Laptop if You Have Power to Run It

MATSU Fire Service Area Maps
How to use Winlink
Tips for Net Controls
ARES Safety Check List
Alaska 7-day Emergency Kit
Portable Station Setup Check List
MARA Emergency Plan (Field Manual)
MARA Winlink SOP
AUXFOG
NIFOG
ARES Digital and Voice Network Drawings
ARRL ARES Field Manual (Can be ordered from ARRL)
Road Maps of Local Area