Coconino Amateur Radio Club

Amateur Radio Emergency Service

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Table of Contents

[TO BECOME AN OFFICIAL ARES MEMBER 2](#__RefHeading___Toc241_3222163872)

[YOU ARE NET CONTROL 3](#__RefHeading___Toc307_619964564)

[What happens if a real emergency happens during the net? 3](#__RefHeading___Toc309_619964564)

[ARES NET CONTROL SCRIPT 4](#__RefHeading___Toc105_918528591)

[PREAMBLE 5](#__RefHeading___Toc107_918528591)

[QSTs 6](#__RefHeading___Toc109_918528591)

[ROLL CALL 6](#__RefHeading___Toc111_918528591)

[CLOSE NET 7](#__RefHeading___Toc113_918528591)

[Reports 8](#__RefHeading___Toc1006_918528591)

Thanks for your taking this opportunity to learn something new about amateur radio and helping us in the process. Having a few people ready to take the Coconino Amateur Radio Club ARES net is important as some of us may be required to work, be out of the area, get sick, etc.

One way you will learn that you need to take the net is to receive an email request.

Another way is to listen at 6:30 p.m. on Wednesday. If no one speaks up by about 6:45, you can ask if anyone is taking the net. If no one answers, you can announce that you are taking early check-ins. If a planned net control comes on, you can pass the information to him. If no one comes on by 7 p.m., take the net. You should have a script standing by in case you have to take it.

That is actually how I got started taking the net. The net control was gone one time and I did not have a script, so another person took net control. I got a script and roster and was ready the next time it happened.

This is just like a real emergency situation. No one was available and I was the first one on ready to take the net. Because there was a more experienced and ready net control, I passed it to him.

Do not worry about QSTs if you have to take a net under this situation. Joe will have information he wants to pass. Feel free to ask Joe questions about the QST. Someone else may be having the same question and new licensees may not know what to ask.

For example one QST Joe gave was about an upcoming SKYWARN Recognition day that happens every year in December. I asked Joe if new Technician licensees could go and operate HF equipment during the event to experience HF. I knew the answer. As long as there is control operator with the appropriate license, he can let people operate the equipment under his guidance. I just wanted to get the word out that new licensees could go and have some fun. There are times when I don’t know the answer and I’m asking for information.

# TO BECOME AN OFFICIAL ARES MEMBER

We train and use anyone willing to assist in emergency communications. That is one reason we run the ARES net on Wednesday. There are, however, requirements for those who aspire to a leadership position, such as District Emergency Coordinator. One of those is to be a member of the Amateur Radio Relay League. ARES is, after all, their program.

The other requirement is to take certain FEMA courses. The FEMA courses are free and available online at the FEMA Emergency Management Institute at <https://training.fema.gov/>. Click on the EMI link. You can view the following courses without signing up, but to get a certificate that you can send to Joe W7LUX, you must sign up so you can pass the exam.

The required courses are as follows:

1. National Incident Management System (NIMS)  
ICS 700: [https://training.fema.gov/is/courseoverview.aspx?code=IS-700.a](https://training.fema.gov/is/courseoverview.aspx?code=IS-700.a" \t "_blank)  
2. National Response Framework  
ICS 800: [https://training.fema.gov/is/courseoverview.aspx?code=IS-800.b](https://training.fema.gov/is/courseoverview.aspx?code=IS-800.b" \t "_blank)  
3. Introduction to the Incident Command System  
ICS-100: [https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b](https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b" \t "_blank)  
4. ICS for Single Resources and Initial Action Incidents  
ICS-200: [https://training.fema.gov/is/courseoverview.aspx?code=IS-200.b](https://training.fema.gov/is/courseoverview.aspx?code=IS-200.b" \t "_blank)

I recommend that you do the courses in the order given. The first two are lengthy, but give you much of the information to get you through 3 and 4 easier. Just as with any course, some can get through in a shorter time than others.

The above courses will prepare you should you have to take the net in an actual emergency.

# YOU ARE NET CONTROL

The Amateur Radio Emergency Service (ARES) net is a directed net. That means that YOU as Net Control are in control. All traffic must come through you. This is the same procedure for any net control whether during a disaster or a community service event. All traffic goes through net control.

If someone wants to contact another station, they must ask your permission. For example, “Net control, this is KG7YDJ. Request permission to contact W7LUX.” It is your option. If you say no, its no. During the ARES net, it is usually not a problem to give them permission. During a real emergency, however, there may be a reason to make them wait. You as Net Control have to make that determination.

If someone just calls out for another station, politely interject and remind them that this is a directed net and they have to ask your permission.

# What happens if a real emergency happens during the net?

What happens if a real emergency occurs while you are doing the net? Chances are slim, but it could happen.

A few years ago, tornadoes cropped up and wrecked Bellemont. A fiber optic cable was cut a few years ago cutting off all phone and Internet service to northern Arizona. What if something like that happens during a net?

Joe W7LUX is the District Emergency Coordinator. He will likely interrupt and ask you permission to speak. He will declare the nature of the emergency.

Guess who net control will be?

You will continue as net control. While you are net control the rules are still the same. Even Joe must ask you permission to give additional information.

If you have not started roll call, start it immediately after Joe is done. If you are in the process of roll call, finish it. Get that information to Joe as quickly as possible. Remain as net control until Joe designates another. Joe will more than likely be setting up a rotation for net controls.

You should start logging any information you hear. A simple legal pad or notebook paper is sufficient. Make sure you log the time of the report, who gave it (by call sign is sufficient). As long as you write it so you can type it up in some semblance of order so Joe can make sense of it later, you are all right.

If you are listening to a scanner, try to add first responder reports. Don’t worry if you miss a few while taking reports from amateurs.

During the emergency, some on the roll call may have to leave or come on line to help. Try to keep up on the roll call. Make sure you note where people are located. This will be the most important information to pass to the oncoming net control. Ask for his email and email it if email is available. If not, give call signs of those who are monitoring. Or he may decide to ask for people to call in.

Brief him on the emergency and any major progress in controlling the disaster.

You may then want to sleep or other wise relax for a while. You may be in the rotation of net controls if the emergency is ongoing.

If the County Emergency Operation Center activates (which it likely will in a major emergency), pass it to them when they are ready. In fact, there will probably be amateurs setting it up while you are net control.

# ARES NET CONTROL SCRIPT

What follows is the script we use for ARES Net Control. This information must be passed. QST is an ARRL “Q” code which means CQ to ARRL members and amateurs. Essentially it is the same as saying, “CQ CQ CQ ARRL members and other amateurs listening.”

You will see the term RESET. That means I am not done talking, I am letting the repeater reset. You may use this in normal amateur communications. If you are trying to explain something to someone which requires a lengthy explanation, you should call RESET every minute or so to let the repeater reset. Repeaters normally have a time out function usually set for around three minutes. You should never drive a repeater to time out. That is why we let it reset every minute or so.

I sometimes forget, but you are supposed to identify every ten minutes and at the end of the conversation. Thus while conducting roll call, it is a good idea to identify with your call sign a couple of times. ARES net usually lasts about 30 minutes.

I use brackets {} to add comments and to show optional information. They are not part of the normal net script.

## PREAMBLE

All stations please stand by for the Coconino Amateur Radio Club ARES Net. If there is any Priority or Emergency traffic please call now or at any time during the Net.

QST, QST, QST!

This is (CALL SIGN) , net control station for the Coconino Amateur Radio Club Emergency Service Net, activating the net for (DATE) . This net is organized to provide backup communications in the event of an emergency in our area. The net provides training in public service communication, and serves to announce activities of interest to amateurs. We meet for drill on this repeater each Wednesday evening at 7:00 pm (1900 hours) MST. Remember if your call sign is not called, it simply means we have not heard you check in for some time. Please check in when we call for late or missed member stations and your name will be added to the list. Visitors are welcome to check in after roll call is completed. My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This is a directed net.

For any newcomers to the area the 146.980 repeater we are privileged to be using requires a 162.2 Hz Pl tone and a minus offset. If any operator notices a problem with this or any of the Mt. Elden ARA repeaters, please contact Joe W7LUX the local ARA tech rep with that information.

Reset <let repeater reset>

The COCONINO AMATEUR RADIO CLUB meets the 2nd Thursday of each month at 7:00 pm (19:00 hrs) MST at the Sizzler on the east side of Flagstaff on Rt. 66. Except for December when we have a party! {Within a couple of weeks of the meeting, we start adding the actual date of the meeting. You are welcome to add it each time.}

ARES is an important part of the club offering volunteer community services, both in assisting in public events and in actual emergency situations. Practice and disciplined training are very important. Our usefulness depends on self-sufficiency in providing and operating equipment.

This is (Call sign) , net control.

Reset <Let repeater reset>

{This is the area we add information. Joe Hobart is the District Emergency Coordinator for our area. He does another net a little later in the evening. So we give him first go at the announcements. I try to write events down that he announces and remind people in later nets, particularly when the date of the event draws near.}

## QSTs

Joe, W7LUX, do you have any QST’s this evening?

Are there any other QSTs for tonight’s net?

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QSTs that I have for the net are the following: (add information to the net as needed)

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Did any Amateur Radio operator provide any emergency or courtesy assists this week?

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## ROLL CALL

Please, Stand by for Roll Call.

(Insert CARC Net Roster Here….)

{When you decide to do a net, remind us to get you the latest roster. You should listen each net and add anyone who asks to be added if the current net control okays adding the person. You can keep the roster in your favorite database, spreadsheet or word processor file.

Some of our members go to warmer climates during the winter months. So they may not check in. When they return, they will call in during the missed member stations. Make sure you add them back on the list and get a report to Joe.}

Are there any late or missed member stations? (Check them in above)

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Are there any visitors for the Coconino ARES Net?

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Anything for sale or wanted?

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Is there any other business for the Net?

## CLOSE NET

We will now close this net:

The COCONINO A.R.E.S. NET meets for drill on this 146.980 Repeater. If the repeater is down we will use 146.980 simplex and we will make relays for outlying stations that wish to check in. This net is a member of the American Radio Relay League and we would like to thank the Arizona Repeater Association for the use of this repeater.

Thank you for checking in. I wish to thank those who might have been standing by during the net and invite you to check in next time.

This is (Your CALL SIGN) net control; this repeater is now returned to normal traffic.

To the group 73. I’ll stand by for 10 minutes for any late calls.

(Maintain Standby Condition at least ten minutes after closing for late calls)

{Don’t forget at end of month to give W7LUX a report of any nets you run. It should contain the standard information; Who was net control, date, time started, time ended, the call signs of those who checked in. I sometimes give a brief of some of the QSTs I pass, particularly upcoming events and the dates and times of the event. I try to get Joe a report immediately so I don’t forget. I keep a copy on my hard drive in case he needs it sent again.}

That is all there is to running the net (except reports). You should review the information contained in the net. There are procedures we will use for an actual emergency. For example, if ARES is active for a major storm, there is a possibility that the repeater will quit. We then switch to 146.980 SIMPLEX and relay information as necessary.

Usually we do not use the term OVER when speaking on a repeater. We know when the other party stops talking. In SIMPLEX, it is not so easy so we should say OVER when we are done talking. We should also remember to leave a short pause between transmissions in case someone needs to break in for an emergency call.

# Reports

Yes, you must make reports. Reports can be collected for every net you do and submitted to Joe W7LUX at the end of the month or after each net. I prefer to submit them as soon as possible.

I use my own form that I developed. You can use any format you desire. If you use a particular word processor, you should make sure it can save as a PDF. Joe might not use the same word processor you use.

If you use LibreOffice (as I am experimenting with here) or OpenOffice.org, they can save as Microsoft Office files or PDF. A lot of people use Microsoft Office so it is kind of a save choice to use. I, however, prefer saving as a PDF.

Of course it does not have to be totally complex. You could create a simple text file that you could copy and paste into your email. You can adjust it as Joe asks for information. A sample start could be something like:

REPORT FOR (Date of NET) ARES NET

OPENED FOR EARLY CHECK-INS: (Time)

STARTED ARES NET: (Time)

ENDED ARES NET: (Time)

CHECK-INS

{You can add the full Roll Call here. Simply delete those who do not check-in}

LATE MEMBERS

{Add a call sign for those on the roll call above who are calling in late.}

GUESTS

{Add in any Guests here}

Optionally you can add any QSTs that you felt were important. Because Joe has to rush to the other net sometimes, he may not catch something. It helps keep him informed. Just a brief description. If he wants more information from you he will ask.

When you are ready to take the net, let us know and we’ll send you the latest roster.