

# NH-ARES

## Sample Local Emergency Communications Plan

The sample plan that begins on the next page is intended to provide a starting place. It is not a “fill in the blanks” document. Every local operational area is different, and that should be reflected in the local plan.

In general, the local plan should NOT duplicate information in the Section Emergency Communications Plan (Section Plan), for several reasons:

1. Unilateral changes made in either plan can result in conflicts
2. It's a lot more work to write and read a fatter plan
3. The local plan is considered an extension of the Section Plan

The Section Plan requires that a local plan contain the following information at a minimum:

1. Activation and deactivation plans and telephone call tree
2. List of staff assignments and specific job descriptions
3. Network plan for a voice coordination net and liaison to the Section Net
4. Network plan for local digital communication and/or Winlink use
5. List of served agencies, locations, and key staff contact information
6. Copies of any ARRL-approved MOUs with local agencies
7. Any special membership or agency training requirements
8. Implementation and operations plan for the local Rapid Response Team
9. Drill and training plan

The local plan may not conflict with the Section Plan without the express written permission of the SEC.

The EC must review the local plan at least annually and update it as needed, and anytime the Section Plan is updated so as to avoid conflicts.

The SEC must approve the local plan and any subsequent changes.

# NH-ARES

## SAMPLE COUNTY Local Emergency Communications Plan

### Plan Contents

- 1) Introduction
- 2) Served Agencies
- 3) Phone Network Plan
- 4) Digital Network Plan
- 5) Rapid Response Team
- 6) Activation and Deactivation
- 7) Drills and Training

### Attachments

- A) Activation Call Tree
- B) Organization List
- C) Served Agency Contacts
- D) Anytown Emergency Management MOU

### 1.0 Introduction

This plan is a local extension of the Section Emergency Communications Plan (Section Plan). It covers local operations, and liaisons with the Section and other nets. The Section Plan is incorporated by reference and covers information not included here.

### 2.0 Served Agencies

- 2.1 Anytown Emergency Management (See MOU, Attachment D)
- 2.2 Anytown Hospital (See Section Hospital Support Plan)
- 2.3 Anytown CERT – On-call communications support for field teams

### 3.0 Phone Network Plan

3.1 Repeaters: Phone operations will begin on the primary repeater listed in the Section Plan. In the event of primary repeater failure, all stations should automatically switch to the secondary repeater.

3.2 Repeater Failure/Simplex Operations: If both repeaters fail, all stations should switch to the listed local simplex frequency. Simplex operations may also be initiated for operations over short distances where a repeater is not required at the discretion of the ACO.

3.3 Section Liaison: The NCS will assign a station with HF NVIS capability to act as liaison to the NH-ARES Section Net if it is in operation. In the event of 2m simplex operations, the liaison will drive to the summit of Really Big Hill on Steep Road and operate from the school parking lot. The EC will notify Anytown Police of this operation. If inaccessible, the summit of Bit Smaller Hill on Easy Street may be used.

### 4.0 Digital Operations Plan

4.1 Following the Section protocol for formal written messages, the local packet radio network will be used to access one of the Winlink RMS-Packet stations.

4.2 Alternate routes and methods may be implemented as required. Contact local MARS operators if local options fail, or ask for outside assistance on the Section Net.

## **5.0 Rapid Response Team (RRT)**

- 5.1 The RRT will consist of at least X members.
- 5.2 Their duties will be to respond within one-half hour of activation, put the local phone net on the air, and staff key agency stations and incident locations as needed.
- 5.3 Members will be equipped and ready to remain in operation for at least 24 hours.
- 5.4 One RRT member will also be a member of the Section RED Team.

## **6.0 Activation & De-Activation**

- 6.1 Wide area events: the ACO will contact the EC or an EC as per the Section Activation Plan.
- 6.2 Local events: Served agency staff will contact the EC or an AEC using the information provided them.
- 6.3 The EC or AEC will decide on the level of response required, and may activate the RRT immediately, or go directly to the Call Tree (Attachment A) if a slower response is called for.
- 6.4 Deactivation will be planned so as to reduce deployed assets as the event winds down. The LACO will coordinate deactivation with the served agency.
- 6.5 Net members must notify the local net NCS that they have been told to deactivate.

## **7.0 Drills and Training**

- 7.1 AEC-Training: Responsible for all training and drills in coordination with the EC.
- 7.2 Monthly training: A training session will be held at each monthly meeting.
- 7.3 Drills: Quarterly drills will provide on-air testing and experience, and will build toward participation in the annual SET. The four drills will cover voice nets, Winlink/Packet operations, simplex operations, and field operations. Field Day may be used for the field operations drill with suitable planning.

*<Attachments will usually each go on a separate page>*

### **Attachment A – Activation Call Tree**

(Insert call tree diagram)

### **Attachment B – Organization List**

EC: Joe Ham <phone> <email>  
AEC Operations: Billy Beam <phone> <email>  
AEC Training: Hiro Yagi <phone> <email>  
Anytown EOC AEC: Bobby Bunker <phone> <email>  
RRT Team AEC: Speedy Gonzalez <phone> <email>  
Winlink OES: H. Percy Maxim <phone> <email>

### **Attachment C – Served Agency Contacts**

Anytown EMD: Mike Hunt <phone> <email>  
Anytown Hospital EMD: Nancy Nurse <phone> <email>  
Anytown CERT: Anytown Fire Dept. Capt. Bill Blaze <phone> <email>

**Attachment D – Anytown Emergency Management MOU** *<see standard ARRL format>*