



**RADIO AMATEUR CIVIL EMERGENCY SERVICE  
R.A.C.E.S.  
AMATEUR RADIO EMERGENCY SERVICE  
A.R.E.S.**

**COUNTY OF SARATOGA NEW YORK  
EMERGENCY PLAN**



## **1. Introduction:**

- 1.1 The Saratoga County Amateur Radio Emergency Service (A.R.E.S.) and Saratoga County Radio Amateur Civil Emergency Service (R.A.C.E.S.) is composed of FCC – licensed Amateur Radio operators who have voluntarily registered their capabilities and equipment for public service communications duty.
- 1.2 Under federal regulations, amateur radio public service communications are furnished without compensation of any kind.
- 1.3 Saratoga County A.R.E.S./ R.A.C.E.S. functions under this emergency plan under the direction of the Saratoga County Emergency Coordinator for A.R.E.S. who is appointed by the ARRL Eastern New York section Emergency Coordinator in consultation with the District Emergency Coordinator , and the Radio Officer under the direction of the Office of Emergency Services by the director of emergency services for R.A.C.E.S..
- 1.4 The E/C may appoint assistant E/C's as needed for he ARES to function efficiently.
- 1.5 The Radio Officer is the direct liaison to the county administration through the Office of Emergency Services and the director of that office.

## **2. Purpose:**

- 2.1 The purpose of this plan is to provide a written guide containing the minimum information that would be needed in an emergency. Each emergency is different and flexibility to provide an adequate response to each is a necessity.
- 2.2 The primary responsibility of Saratoga County ARES / RACES is to furnish communications in the event of a natural disaster, when regular communications fail or are inadequate.
- 2.3 All drills, training and instruction shall be carried out to insure readiness to respond quickly in providing effective amateur emergency communications whenever an occasion may arise.
- 2.4 The following agencies could be served during a communications emergency: Saratoga County Chapter of American Red Cross; any fire department ; any ambulance corp within Saratoga County ; Saratoga County Sheriffs Department ; any state and or local police agency ; and any other agency requesting assistance from Saratoga County ARES / RACES .

## **3. Activation of the plan:**

- 3.1 Any member of Saratoga County ARES who for any reason suspects a communications emergency exists should monitor the assigned radio frequencies for activity. These frequencies are to be both two (2) meter repeaters of 147.00 and 147.240 as well as the N2FEP repeater frequency of 147.360.
- 3.2 If local telephone service is available, the E/C and / or the assistant E/C's should be notified. If local telephone service is not available assigned radio frequencies should be tried to locate the E/C and / or the assistant E/C's. If RACES activation is requested by the Emergency Services Director the Radio Officer must be contacted.
- 3.3 In an emergency in which amateur radio might serve the community, amateur radio operators may be alerted by any city, village or town, Red Cross, Civil Preparedness, or

similar official notifying the E/C or assistant E/C's. If a RACES activation is needed the request for assistance MUST come from the county government via the Office of Emergency Services Director.

#### **4. ARES / RACES Mobilization Procedure:**

- 4.1 If telephone service is available, the telephone tree will be activated. Local ARES / RACES repeaters will be used as a call-up for such activation.
- 4.2 Upon the awareness or notification that a communications emergency exists, members of Saratoga County ARES / RACES will call into the emergency net on the county repeaters or on 146.520 simplex as an alternate emergency frequency if the repeaters are not operational.
- 4.3 Mobil units are activated and dispatched to a staging area for assignment.
- 4.4 The E/C or Radio Officer will assume net control or delegate another station a net control station (NCS). Control will be from the designated location as assigned. When possible net operations will be from an assigned Emergency Operations Center (EOC).
- 4.5 This station is designated as a "Key Station" and will be extensively utilized during a communications emergency. Key stations have full emergency power capability with relief operators assigned to ensure continuous operation.

#### **5. Duties of NCS:**

- 5.1 The Saratoga County ARES / RACES net will be called to order by the NCS.
- 5.2 Members of Saratoga County ARES / RACES are checked in the net from their stations to await further instructions.
- 5.3 Liaison will be maintained to the National traffic System by a designated station.
- 5.4 Mobile and / or portable operators will be dispatched to the needed locations for communications as required by the calling agency or local government.
- 5.5 Operators of home stations NOT emergency power equipped are coordinated to effectively operate the "Key Station" as required.

#### **6. Operations:**

- 6.1 All written messages must be in ARRL format.
- 6.2 All messages must be signed by the official who originates them, with his title, taking responsibility for their contents.
- 6.3 Message precedence of Emergency, Priority, Welfare, or Routine as defined on ARRL form FDS-3, shall be used on all messages.
- 6.4 Stations do not transmit unless invited to do so by the NCS. The only exception to this is for a station having EMERGENCY traffic.

#### **7. Drills, Tests, and Alerts:**

- 7.1 An annual test will be conducted in conjunction with the nationwide ARRL Simulated Emergency Test (S.E.T)

- 7.2 The Saratoga County ARES / RACES may regularly supply public safety communications in conjunction with local events, to test effectiveness of the operators and operations.
- 7.3 At the discretion of the E/C or Radio Officer ARES / RACES can be activated unannounced via the telephone tree or radio system at least once per year for readiness.

**8. Addendums:**

- A. Rules and regulations of the organizations.
- B. Copy of ARRL message form

## **ADDENDUM: A**

### **MEMBERSHIP REQUIREMENTS OF SARATOGA COUNTY ARES / RACES**

1. You must be a Radio Amateur in good standing.
2. You must PARTICIPATE in net training operations as provided.
3. You will PARTICIPATE in all drills and tests.
4. You will PARTICIPATE in emergency communications training as provided.
5. You will be the NCS for a net if called upon to do so by the E/C or Radio Officer.
6. Any member not conforming to the regulations without just cause to be determined by the E/C, or Radio Officer will be dropped from membership of the organization and any and all property including but not limited to any ID will be returned.
7. For RACES membership ONLY you must be a resident of the county of Saratoga.

### **MEMBERS WILL RECEIVE THE FOLLOWING :**

1. Picture ID issued by the E/C for ARES .
2. Advanced emergency communications training to allow close work with the Saratoga County Sheriffs Dept. communications section.
3. You will be provided with a sample of the ARRL message form for photo copy use.

Updated 2004

**THE AMERICAN RADIO RELAY LEAGUE  
RADIOGRAM  
VIA AMATEUR RADIO**

NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
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TO:

RECEIVED AT:

STATION \_\_\_\_\_ PHONE \_\_\_\_\_  
 NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_

Telephone number:

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
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