Burlington ARES
Standard Operating Procedures Manual

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1. STANDARD OPERATING PROCEDURES

In the event of an emergency, Halton Region, City of Burlington, Emergency Services, HRECT or other authorized Agencies will contact Burlington ARES. They have a contact list on file. The Amateur who is contacted first becomes the INITIAL ARES CONTACT.

If you are the first contact this is what you will do:

1. The INITIAL ARES CONTACT will ask the person who has called, the following questions: Write the answers down. They are important!
    o Where and what is the nature of the emergency?
    o Where and to whom do we report?
    o Are there any specific safety precautions to be observed?
    o The name and phone number of the person you were talking to.
2. Initiate the Callout Procedure by trying to contact the Emergency Coordinator (EC) or one of the Assistant Emergency Coordinators (AEC). If the EC or AEC(s) are unavailable use the Callout list & follow the procedure on that list.
3. After you have contacted two other Amateurs by phone, start up the EMERGENCY NET on repeater VE3RSB 147.210 Mhz. If VE3RSB is off the air, use SIMPLEX 147.210 Mhz to alert Amateurs in the Burlington area of the Emergency. Advise which repeater will be used for Net Control, see 11. VHF PHONE FREQUENCIES:
4. You will act as the Net Controller.
5. When the EC or AEC checks in, you will identify those already checked in, inform the EC or AEC of the situation and stand by for instructions. In an emergency the Emergency Coordinator (EC) would normally assume control of the ARES operation. In the event the EC is unavailable one of the AEC's would assume the position of the Emergency Coordinator (EC). The EC will designate another Net Controller or continue with the present one depending on the situation. The EC will also designate a Communications Controller. The structure looks something like this:

2. DUTIES AND RESPONSIBILITIES DURING AN EMERGENCY

The **EMERGENCY COORDINATOR** will:

1. Establish and maintain a working relationship with the person controlling the emergency operations at the Halton Region, or the City of Burlington.
2. Keep the Communications Controller updated on the emergency operations.
3. Provide direction to the Communications Controller.
4. Maintain contact with other agencies, such as the Red Cross, if required.
5. Contact the District Emergency Coordinator, and HRECT if needed, advise of the emergency, and indicate if assistance is required.
6. Conduct a post mortem shortly after the emergency is over and record comments and suggestions for future consideration

The **COMMUNICATIONS CONTROLLER** will:

1. Assign location, responsibilities and contact person, to each ARES operator.
2. Maintain a record of all amateurs participating in the emergency and their current location and task. This is required for coverage by Worker's Compensation.
3. Maintain contact; receive information, and direction from the Emergency Coordinator.
4. Keep ARES members informed of the emergency and safety concerns.
5. Identify and resolve problems as they happen. Consultation with the EC may be required.

The **NET CONTROLLER** will:

1. Establish the NET CONTROL STATION (NCS) there will be one station, known as the NET CONTROL STATION (NCS), into which all other stations will call. The NCS will then direct the actions of the calling station. Stations involved in the net might use tactical call signs (e.g. CRASH SITE). These must be chosen to be clear and sensible to all and to avoid similarity in the calls. If tactical call signs are used, they then should be rigorously used for the duration of the exercise / emergency. However, the use of tactical calls requires that stations identify, using a proper Amateur call sign in order to conform to Industry Canada radio regulations.
2. Take control of the frequency by declaring an emergency and requesting all stations not participating in the emergency to use another frequency. Speak in a calm and steady manner. A hastily given message saves no time if it is not understood and has to be repeated.
3. Announce the Net and call for check-ins. When commencing a net, the controller should announce the purpose of the net and that the repeater will be taken out of regular use for the operations. The NCS should announce the Net and request a clear frequency from stations not in the exercise/ emergency. This is recommended to alert stations that have just turned on their radios during a quiet time, and may not be aware of the operation being conducted.
4. Acknowledge check-ins immediately. If it is not possible to process the call immediately, at least tell the caller to stand by. Leave a short pause after the previous station finishes transmitting. This allows other stations to call in if they have emergency traffic.
5. Explain what is known about the emergency.
6. Describe all the dangers and precautions.
7. Repeat the above as needed.
8. Give an assigned location or task to each ARES Member as prescribed by the COMMUNICATIONS CONTROLLER.
9. Keep the COMMUNICATIONS CONTROLLER advised of any changes or problems as they arise.
10. The NCS will oversee the passing of formal traffic. This will be written messages from Region, City, Emergency Services, HRECT, other Agencies officials. All messages must be recorded using the approved FORMAL TRAFFIC MESSAGE FORM. The NCS should only be used for coordinating purposes and the handling of messages. For the passing of lengthy messages or messages not directed at the NCS, the NCS "may" but is not required to request both stations move to another frequency which the NCS assigns and to which both stations agree. Both stations should acknowledge the move and let the NCS know when they return to the net. By assigning alternate frequencies, many messages can be passed at the same time.
11. The net controller must never leave the radio unattended. Always make sure that someone is acting as the NCS, even if it requires turning control over to a totally separate station.

The structure of a one-station operation:

ALL STATIONS must abide by the following:

1. Check into the Emergency Net with your call sign only, giving it phonetically and wait for an acknowledgement from the Net Controller. Repeat check-in if not acknowledged.
2. In a controlled net, no station may use the frequency without first obtaining permission from the Net Controller.
3. All communications must be to the point and as brief as possible.
4. There must be no casual conversation.
5. Notify the Net Controller if you are going to be away from your radio for any reason, and notify the Net Controller as soon as you return to your radio.
6. Do not change frequency without notifying the Net Controller.
7. Assume that there is no privacy on the band. Newspapers and radio stations will be listening on scanners. Make no statements to the media, under any circumstances.
8. Avoid statements that could be misunderstood. Do not engage in any extraneous talk with the NCS or other stations. This only clutters the NCS frequency needlessly. Use crisp, clear, factual transmissions. Think about what you want to say before calling in. This will avoid lengthy transmissions. Remember also that anyone may be monitoring your frequency. The manner in which you conduct yourself can leave lasting impressions.
9. Inform the Net Controller, if for any reason, you have to leave the Net.

10. Use ITU (International Telecommunications Union) phonetics for clarity only if required.
11. When calling in an urgent request, announce your intentions BRIEFLY. e.g.:" Net Control this is Crash Site. I have a priority message for Red Cross Headquarters". If you don't receive a reply, call again in a few minutes. Don't give up. If you still cannot contact NCS, check your equipment or location.
12. Give the NCS call then your own. When given instructions by the NCS, acknowledge them as understood and announce your intentions (e.g.: standing by, etc.). Ask for clarification if you do not understand the net controller's instructions.
13. Do not assume anything. If you require further instructions from the NCS, terminate your call with "OVER". If this is the end of your exchange with the NCS, terminate your call with "OUT".
14. Pass formal messages exactly as written, unless it makes absolutely no sense, in which case you should ask for a clarification from the message originator. Do not try to interpret what you think the writer meant. Do not pass an unsigned message.
15. Once a message is fully received, confirm it by saying "MESSAGE NUMBER XX RECEIVED" or "MESSAGE NUMBER XX ACKNOWLEDGED".
16. Don't say, "BREAK" to gain access between transmissions. Give your call letters. This way the NCS knows someone needs immediate attention and who is calling.

3. ESTABLISHING A STATION

During emergency situations involving ARES members, one or more stations may be established.

OVERVIEW

Three amateurs having distinct roles should ideally staff all stations. More personnel may be enlisted for a particular set up during an emergency. It will be called the **NET CONTROL STATION**.

A single station will look something like this:

1. The staff of a single station will consist of: Station Supervisor: a trained and active ARES member who will take charge of the station. Net Controller: the person acting as net controller. Logger: the person who will handle the log and messages being passed.
2. If more than one station is established, for example, in shelters, the station will consist of a minimum of three amateur radio personnel. We now have a structure that looks like this:
3. Station Supervisor: a trained and active ARES member who will take charge of the station. Operator: the person who will do the actual radio operating. Logger: the person who will handle the log and messages being passed.
4. More personnel may be required depending on the volume of traffic. Consideration may be given to having an additional individual act as a runner for message distribution.

4. STATION SUPERVISOR DUTIES

The person acting as the supervisor must be a trained and active ARES member. The supervisor will be asked at the time of the emergency by the EC to set up a station. This person must be familiar with the emergency plan and how to put it into effect.

INITIAL SET UP

As soon as possible after the emergency has been declared, the station supervisor should establish where the station would be physically located, taking into account accessibility, antenna erection, privacy and facilities. The manager of the location must then be contacted. The radio room should be mutually agreeable and convenient for both. It must be established what the routing of messages is within the site. The station supervisor should keep the location manager informed of any changes to the station, which would affect the running of the location, such as shutting down the station or moving it.

1. Upon arrival at the station, identify yourself as an amateur radio operator.
2. Proceed to the pre-determined station location or determine suitable locations. If you are inside a building, the area selected should be near an outside wall or window for best radio reception.
3. The area should be accessible to all for messages, however access to the area should be limited. Select an area with minimal noise.
4. Identify the station with a large, clear sign, identifying the area as a telecommunications room.
5. The routing of messages within the location should be established as soon as possible. Message handling should conform to standard procedure.
6. Shift changes should overlap by at least 10 minutes in order for personnel to brief incoming members. When shift personnel change, net control should be informed.
7. All traffic must be done via the controlled traffic nets.
8. The telecommunications room should be kept in a neat, orderly fashion. Only equipment being used, or back-up equipment should be in the room. Personal radios or other equipment not used in the operation should be off and out of the way. It should be kept clear of all non-operating personnel.

ESTABLISHING OPERATION

If you are the supervisor of the NET CONTROL STATION, ask the NET CONTROLLER to announce the NET. If you are the supervisor of a station other than the net control station, ask your OPERATOR to call the NCS and announce your location, tactical call sign (if used) and state of readiness.

STATION LOG

All stations are required to keep a log of their activities. For the NCS station, particular attention should be paid to recording which frequency the station has been directed to and when they have returned to the net.

(Station Log Sheet to be inserted here)

Note: RTN = return to NET

The station supervisor should begin a log of the activities at the station. This should include the time started, location and operators on duty. As the operation progresses, pertinent information should be recorded, such as bands and equipment used, shift changes, informal traffic handled (parties involved and general topic), operators on duty for a shift and other events affecting communications and the actions taken to resolve them (if any). Formal message logging is not required as all details about the transaction are recorded on the message form. Completeness of the log is important for post emergency purposes. The ARES group itself may require it for self-evaluation and improvement or the authorities may request it for an inquest or for legal matters.

Times on the station log should be stated using the 24-hour clock, local time (e.g.: write 1500 hours and not 3:00 p.m.). Dates should be written month (in full, or three letter abbreviation), day and year (e.g.: Jan. 15/02).

RADIO ROOM SECURITY

Make sure the radio room is kept secure and occupied only by those on duty for that shift. All other amateurs and shelter personnel should be kept from the room so as not to interfere. A separate room with a door should be used, if possible. This will aid in securing the area and also limit the amount of noise into and out of the room. The telecommunications room should be kept in a neat, orderly fashion. Only equipment being used, or back-up equipment should be in the room.

THIRD PARTY CONTACT

The supervisor does all interfacing between the communications people and the location people, or anyone else. This should be done outside the radio room to avoid disturbing the radio operators. Do NOT release any information about the details of the operation to any third party. This is often how the press gets material for their articles. Much confusion can be caused if facts are taken out of context or misunderstood. Worse yet, the release of restricted information could reflect badly on the ARES group. Anyone requesting information should be referred to the person on location responsible for public information.

CHANGING NEEDS

It is the duty of the supervisor to recognize changing telecommunication needs within the location and act accordingly. If additional operators or equipment are required, the supervisor should initiate whatever action is required to remedy the situation, keeping in mind total resources available and the possible duration of the emergency situation.

CHANGING SHIFTS

Make sure that operators reporting for the next shift identify themselves by signing in on the log. Do not let the previous shift leave until the new one arrives. Attempt a ten-minute overlap so that the new shift has a "feel" for the situation and what actions are pending. A formal briefing should take place for the hand-over from one shift to another. This briefing would include:

1. Basic procedure and policy
2. How messages are routed within the site
3. Who the location manager is
4. Any equipment concerns or issues
5. General activities within the location

5. OPERATOR DUTIES

All nets will be controlled nets. This means that there will be one station, known as the NET CONTROL STATION (NCS), into which all other stations must call. The NCS will then direct the actions of the calling station. This will provide organization, efficiency of operation, and a stable or familiar environment for the radio operators during a time of stress.

1. Leave a short pause after the previous station finishes transmitting. This allows other stations to call in if they have emergency messages.
2. Report to the station about 10 minutes prior to your assigned time to allow an overlap with the previous shift. This will enable you to get the "feel" of the operation and be made aware of any pending actions or situations that will carry over into your shift.
3. When taking a break and being relieved by someone, remove yourself from the station for a complete recess from the situation.

4. The operator and logger should not converse with anyone other than themselves or the supervisor. It is the supervisor's job to interact with other personnel at the location.
5. Sign in on the log when assuming shift duties.
6. Supervisor, Operator, and Logger positions may be rotated during the shift.
7. Hand-held radios, due to their low power and sensitivity, should not be used if a base radio is available.
8. ARES members should have a "ready box" consisting of those items required to properly support station activities.
9. Use ITU (International Telecommunications Union) phonetics for clarity if required.
10. Do not engage in any extraneous talk with stations on the net; this only clutters the NCS frequency needlessly. Use crisp, clear, factual transmissions. Think about what you want to say before calling another station. This will avoid lengthy transmissions. Remember also that anyone may be monitoring your frequency. The manner in which you conduct yourself can leave lasting impressions.
11. Speak in a calm and steady manner. A hastily given message saves no time if it is not understood and has to be repeated.
12. When first establishing a station at a location, inform the NCS just as you are operable. Don't assume he knows that you are operational.

6. LOGGER DUTIES

1. It is the responsibility of the logger to keep track of all paperwork at the station, including the station log started by the station supervisor, messages sent by the station and messages received by the station.
2. Make sure that you are aware of the routing of the messages within the location.
3. Messages sent by the station should be quickly scrutinized by the logger for proper form and referred back to the originator, via the station supervisor, for any corrections or clarifications, if required. The message preamble, text and signature must all conform to standard RAC message form requirements. The message content must not be changed by anyone other than the ORIGINATOR. All messages must have the signature and position of the originator.
4. Messages received by the station should be neatly printed and promptly passed to the addressee.
5. Transmitted messages should be filed by message number.
6. The station log should include time started, location and operators on duty. As the operation progresses, any pertinent information should be recorded, such as bands and equipment used, shift changes, informal traffic handled (parties involved and general topic), operators on duty for a shift and other events affecting communications and the actions taken to resolve them (if any). Formal message logging is not required as all details about the transaction are recorded on the message form.
7. Completeness of the log is important for post emergency purposes. The ARES group itself may require it for self-evaluation and improvement or the authorities may request it for an inquest or for legal matters.

7. ITU PHONETIC ALPHABET
(International Telecommunications Union)

THE PHONETIC ALPHABET - WHAT IT IS AND WHY IT IS USED

- set of standardized words that represent each letter of the alphabet and individual numerals
- standardization makes it easier for radio operators from around the world to communicate
- call signs and messages sent using the phonetic alphabet are clear, concise and free of confusion regarding the identification of similar sounding letters and numbers (e.g. b,c,d,e,g,p,t,v, m and n)

WHEN THE PHONETIC ALPHABET IS USED

- The phonetic alphabet is to be used whenever a mistake in spelling may occur, particularly when sending messages.
- ARES members are encouraged to identify their stations by spelling out their call signs using phonetics. Other non-ARES members will soon catch on to the practice.

- Numerical figures should be sent as written e.g. 1093 should be sent as "figures won zero niner three" and not as one thousand and ninety-three.
- Whenever sending messages using phonetics, only use the standard ITU phonetic alphabet.

THE ITU PHONETIC ALPHABET			
A - Alpha	J - Juliette	S - Sierra	2 - too
B - Bravo	K - Kilo	T - Tango	3 - thr-Eee
C - Charlie	L - Lima	U - Uniform	4 - Foh-wer
D - Delta	M - Mike	V - Victor	5 - Fie-vah
E - Echo	N - November	W - Whiskey	6 - Six (SsssiKsss!)
F - Foxtrot	O - Oscar	X - X-ray	7 - Sev-en
G - Golf	P - Papa	Y - Yankee	8 - Ate
H - Hotel	Q - Quebec	Z - Zulu	9 - Nine-r
I - India	R - Romeo	1 - Wun	10 - Teun or Wun-Zero

8. MESSAGE HANDLING

THE STANDARD RAC MESSAGE FORM

Formal traffic will be handled using the RAC RADIOGRAM form. This form is an adaptation of the standard Amateur radiogram form used by the ARRL and can be used for sending messages through the National Traffic System. Instructions for completion have been included on the form to assist users. Radio operators should be familiar with the form and the sections to be completed by them and those to be completed by the Sender.

Remember: THE RESPONSIBILITY FOR ORIGINATION OF MESSAGES CONCERNING AGENCY OPERATIONS RESTS WITH THE AGENCY OFFICIALS.

1. TRANSMISSION OF MESSAGES

There are four separate parts to a formal message:

1. Preamble
2. Address
3. Text
4. Signature

1. **PREAMBLE** - contains all the necessary operators' information and occupies the top line of the radiogram. IT IS TO BE COMPLETED BY THE RADIO OPERATOR, OR DESIGNATE. The PREAMBLE section contains the following:
   o MESSAGE NUMBER: A sequential number is assigned to each message to be transmitted. This number will be used for the filing of all messages sent from the station. If you need to reply to a message or inquire about one of yours, refer to the message number in question.

- o PRECEDENCE: The originator will indicate the PRECEDENCE by circling the Level of Importance of the message in section 4 of the instructions on the Radiogram Form. The radio operator, or a designate, will use this information to complete this section of the PREAMBLE. PRECEDENCE IS TO BE ASSIGNED TO THE MESSAGE BY THE ORIGINATOR, AND MAY **NOT** BE ALTERED BY THE RADIO OPERATOR.
- o STATION OF ORIGIN: Messages will indicate the call sign of the station of origin. Tactical call signs may be used provided the message is not sent through normal Amateur channels (i.e. the NTS). Otherwise, a regular Amateur call sign must be used.
- o WORD CHECK: This indicates how many words, letter/number groups and punctuation signs there are in the text of the message. Closing remarks such as best wishes, yours truly, 73, and 88 are included in the text and the word count. Try to keep the word count to 25 words or less. However, longer messages can be handled.
- o PLACE OF ORIGIN: The town name or location of the originator is the place of origin for the message. (This is not necessarily the same as the location of the station of origin.) An example: VE3RCO in Toronto is asked to originate a message on behalf of the Red Cross Branch in Oakville. The Station of Origin is VE3RCO, but the Place of Origin is Oakville since that is where the originator is located and where the reply is to go. The name of the Province should be included in traffic being sent out-of-Province. Tactical call signs may be used provided the message is not sent through normal Amateur channels (i.e. the NTS).
- o FILING TIME: Optional use by the operator. When used, the filing time should be local time (EDT/EST), unless the message is destined for a different time zone, then UTC/GMT should be used. (Always specify system used.) Twenty-four hour clock should be used.
- o DATE FILED: This will be the month followed by the day and the year. (e.g.: Jan 25/02)

Once a message has been transmitted, the operator on duty will complete the box at the bottom of the Radiogram Form by filling the field Sent, listing the station to whom the message was transmitted, and the date and time of transmission (local date and time may be used). Once a message has been transmitted it is to be filed at the station of origin by the operator or the logger on duty.

2. **ADDRESS** - section contains the full name of the addressee, including his title. Full street address, town, province and postal code is required. An alternative address may be the shelter, or other location where the addressee is to be found. Telephone number, including area code if possible, must be completed (may not apply to shelter locations). IT IS TO BE COMPLETED BY THE PERSON ORIGINATING THE MESSAGE.
3. **TEXT** - the body of the actual message being sent. Each word, number-letter group, or punctuation is entered in a space (five per line). IT IS TO BE COMPLETED BY THE PERSON ORIGINATING THE MESSAGE.
4. **SIGNATURE** - may be one name or several names. Title of the person originating the message must be included. An address and phone number may be included. IT IS TO BE COMPLETED BY THE PERSON ORIGINATING THE MESSAGE. The LOGGER on duty, or a designate, should insure that the ADDRESS, TEXT, and SIGNATURE sections are complete and legible before accepting the message for transmission or send it back to the Originator.

The radio operator on duty, or a designate, should then complete the PREAMBLE section and add the message to the list for transmission.

2. RECEPTION OF MESSAGES

Record an incoming message using the RAC RADIOGRAM form. (Print all information legibly.) Complete the bottom left field marked RCV'D and noting the station it was received from, the date and the time of reception. Local date and time may be used. Deliver the message to the person designated for the reception of radio messages.

3. INFORMAL TRAFFIC

Informal traffic should be restricted to the provision of direct personal communications between officials of the agency being served. It should be carried out on an alternative frequency from the formal traffic when possible.

Contact should be established between the Amateur operators before handing over the microphone to the officials. Be sure the official is familiar with the operation of the equipment before the conversation begins. Once the traffic is completed the amateurs should sign off in the usual manner. The Radio Amateur is in charge of the station and responsible for all transmissions from that station.

The occurrence of informal traffic should be noted in the Radio Station Log, noting time of occurrence, participants, and general topic. The Station Supervisor should carry out informal traffic concerning Radio Operations, or designate, according to the procedures outlined above.

MESSAGE FORM CONTENTS

1. Number assigned at originating station
2. Emergency, priority, welfare or routine
3. Optional handling instructions
4. Amateur call of originating station
5. Words/groups/"x-rays" in body of text only
6. City, town etc.
7. Time at originating location (24 hr clock)
8. Date filed at originating location
9. Complete address and phone number
10. Text with "X-ray" as a period except at end
11. Optional
12. Station received from
13. Station sent to

9. PERSONAL READINESS

Your first priority before you volunteer for any emergency service work is to make sure your home and family are safe and secure. Once an emergency situation is declared, it is the responsibility of the individual amateurs involved to perform in their most efficient manner. Their effectiveness will, in part, be determined by how well they have taken care of personal preparations, some of which are listed below.

1. Make sure all your equipment is in good working order. Faulty or intermittent equipment that is an annoyance in day-to-day operating can become a major impediment during an emergency. Know what the emergency plan is for your area. This is covered in your ARES communications manual, covering such points as:
   o Repeaters or frequencies to be used. Do you know what your primary Repeater will be in an emergency?
   o What is the contingency if your repeater fails?
   o What back-up repeaters will be used?
   o Does the repeater have emergency power?
   o Who has access to the repeater for maintenance?
   o Emergency supplies:
   o Is there a cache of supplies available?
   o Where is it and how is it accessed?
   o What is available?
   o Does someone periodically check it?
   o Do you have a personal "ready kit"?

- o Would it enable you to establish an emergency Station?
- o The Callout sheet
- o Do you have the latest copy?
- o Is there a copy at work, home and in your car?
- o Are your phone numbers and address correct?
- o Do you know what to do when no one answers?
- o What if you get an answering machine?
- o The first alert
- o What do you do when alerted?
- o Where do you go when alerted?

2. Have some form of emergency power. For hand-helds you should have a spare battery pack and keep in the habit of charging these on a regular basis. One of the "shell" battery packs is a handy item. These allow you to insert alkaline batteries, which are recommended, since they don't tend to lose their charge when not in use, the way that a Ni-Cad battery will. Does everyone have a spare battery pack? Do you have a routine for recharging batteries? A car battery provides an excellent means of powering a base station for extended operation. Make sure that you have a spare fuse for the radio in case the original one blows (tape it to the power cord). Does everyone have a spare fuse?

3. Keep spare antennas at the ready. A magnetic mount antenna is a good choice since it can be attached to any metallic surface to form a ground plane. In case you must operate inside a building where reception is poor, a coax extension (with appropriate connectors) should be available to assist you in mounting the antenna in a more ideal location. Does everyone have a spare portable antenna that can be easily transported and erected?

4. Hone your skills whenever possible. Participate in public service activities, handle messages and check into nets so that you can constantly practice activities that will be required in an emergency.
   - o Check into nets regularly.
   - o Serve as net controllers.
   - o Monitor the Local and / or Regional Tuesday night net.

5. Prepare a ready kit. Common items such as pens, paper, candles, matches, whistle etc. stored in a handy container will assist you in quickly setting up a station if required. Don't assume that someone else will provide them.

6. Register your availability. If you intend to be an active participant, make sure that your name is included in the callout sheet, which is vital for a speedy first response.

7. Monitor the local emergency frequency (VE3RSB, 147.210 Mhz) often. Whether at home or in your car, this will be the best way for you to have the soonest possible notification of an emergency condition.

8. Get into the habit of keeping your car fuel tank full.

10. EMERGENCY RESPONSE KIT

1. Emergency Manual
2. VHF, UHF radio
3. Antenna(s) and (magnetic) mount(s), extension coax
4. Power supply, batteries, emergency generator
5. Extra microphone(s)
6. External speaker, headphones (with Y connector)
7. Extension cords
8. Extra connectors, cables, patch cords
9. Toolbox - soldering iron, solder, electrical tape, fuses and other tools
10. Area Map with Zone Markings
11. ARES Emergency Volunteer Identification
12. Repeater List, Callout List
13. Pen, pencil, eraser
14. Clipboard, notepaper, message pad,
15. Log sheets,
16. Post it note-pads
17. Copy of radio license

18. Flashlight with batteries (spare bulbs)
19. Candles, matches
20. Twine, tie wraps
21. Personal Items:
    1. Personal medications, aspirin
    2. Snacks, candy, liquid refreshments
    3. Extra clothing, gloves, etc.
    4. Sleeping bag, blanket
    5. Toiletries (towel, face cloth, razor, etc.)
    6. Small First Aid kit

11. VHF PHONE FREQUENCIES:

1. Burlington VE3RSB 147.210 Mhz. (131.8 Hz PL Tone)
2. Burlington VE3RAE 146.895 Mhz. (136.5 Hz PL Tone)
3. Simplex 146.490 Mhz.

12. HF FREQUENCIES:

1. Ontario Phone Net (OPN) 3.742 Mhz.+/-
2. Contact to National Traffic System (NTS) @ 1900 HR Daily
3. Communications Ontario Net (COMSONT) 7.153 Mhz. (Used by OPN if OPN frequency not usable.)
4. Ontario Amateur Radio Service Net (ONTARS) 3.755 Mhz. Operates from 0700 HR to 1800 HR Daily
5. Trans Provincial Net (TPN) 7.055 Mhz Operates from 0900 HR to 1800 HR Daily
6. ARES HF Nets Every Sunday: 2030 EST 3.742 Mhz

13. DIGITAL FREQUENCIES:

1. No Digital Frequencies Available at this time.

14. CO-ORDINATORS

1. GRAND NORTH DISTRICT EMERGENCY COORDINATOR: Vic Henderson, VE3FOX, 905-454-0980, Brampton.
2. ASSISTANT DISTRICT EMERGENCY COORDINATOR: George Duffield, VE3WKJ, 905-450-5209, Brampton.
3. EMERGENCY COORDINATOR FOR BURLINGTON: Kevin Andrews, VA3KRA, 905-332-7931, Burlington.
4. ASSISTANT EMERGENCY COORDINATORS FOR BURLINGTON:

15. TRAINING OPPORTUNITIES

There is a weekly IRLP Provincial ARES net on VE3RSB, 147.210 Mhz, every Sunday night at 2000 hours. There is a weekly Regional ARES net on VE3ADT, 444.125 Mhz, every Tuesday night at 2030 hours. Simply monitoring other nets is also a good way to obtain the feel of how a net is run. Examples to listen to are the Ontario Phone Net (OPN) on 3.742 Mhz at 1900 hours local time each night

16. SEARCHES FOR LOST PEOPLE

1. If requested to participate in the search for a lost person, the Callout List will be activated.
2. A net control station will be established immediately.
3. All stations will report to net control and wait for directions.

4. Net control will acknowledge all stations checking in, announcing the reason for the call up and the needs of the search. A complete description of the subject will be relayed to all, as soon as possible.
5. When a rendezvous is required with a requesting agency (e.g.: Police), one ARES member will serve as a liaison to convey information and instructions. This person will usually be the EC or his designate.
6. If a searcher leaves a vehicle, do the following:
    o   always inform the net controller and give the location
    o   do so with a companion, if possible
    o   carry a flashlight, whistle and hand held radio
    o   call net control when the search of the designated area is complete
7. When the lost person is found, the net controller should be contacted immediately with a full status report (i.e.: condition of person, location and resources required). A whistle may be used to assist additional rescue personnel to determine your exact location.
8. When the search is completed, the net controller must contact all searchers - use relays if required, so that all are informed.
9. A base station, net controller or other station should remain on the air for 30 minutes after the conclusion to ensure that all searchers are mobile and returning to their homes.

17. AUDIT:

This procedure will be reviewed every two years by the Emergency Co-ordinator.

18. APPENDIX 1

List of Burlington ARES members

CALL	NAME (Last, First)	Home Phone	Email
VA3KRA	Andrews, Kevin	905-332-7931	va3kra@cogeco.ca
VE3TTO	Notto, Gary	905-387-1103	notto@sympatico.ca
VE3WPN	Wetherall, Garth	905-637-9314	cgar_man@cogeco.ca
VE3CBR	Bauld, Alan	905-681-2355	abauld@yahoo.com
VA3MFD	McDonald, Shawn	905-592-2125	sierra5@cogeco.ca
VA3SMH	Smith, Harold	905-546-8597	af511@hwcn.org
VA3HRB	Teather, Herb	905-332-4976	hteather@sympatico.ca
VA3OBO	Richardson, Mark	905-526-1877	va3obo@rac.ca
VE3HOD	Hodder, Darren	905-296-1526	ve3hod@rac.ca
VA3RXH	Hagley, Robert	905-631-5816	hagley@cogeco.ca
VA3AKB	Carpenter, Aaron	905-741-6125	alc@cogeco.ca
VE3NDK	Jervis, Donald W.	905-632-5236	djervis1@sympatico.ca
VE3BAU	Mitchell, Adam	905-308-3063	ve3bau@cogeco.ca
VE6LK	Vince d'Eon	905-528-4870	ve6lk@rac.ca

19. APPENDIX 2

Schedule of Revisions

Revision 1, 09/17/2005, from an original document developed by Harold Melton, KV5R

Revision 2, 09/25/2005, rewritten