

Minnesota Section ARES



2012 Minnesota Section ARES SET Incident Action Plan

Operational Period: 10/20/2012 0800-1200

Prepared by

Dan Anderson, KDØASX

Minnesota Section Emergency Coordinator

10/15/2012



ICS-201 Incident Briefing

Minnesota Section ARES 2012 Sectionwide Simulated Emergency Test (SET)

To: Minnesota's Emergency Coordinators, District Emergency Coordinators, Assistant Section Emergency Coordinators

From: Dan Anderson, KDØASX, Minnesota Section Emergency Coordinator

RE: Sectionwide Simulated Emergency Test (SET) Oct. 20, 2012

Date: Oct. 20, 2012

Time: 8 a.m.-noon

Frequencies:

- Primary HF: **3.860 MHz**
- Secondary HF: **7.280 MHz**
- Simplex VHF: **146.52 MHz**

Purpose: The purpose of this year's SET is to test the capabilities of amateur radio to communicate from a tactical situation at the local or county level, communicating with the State Emergency Operations Center amateur radio station (KØDEM). At the local level, participating ARES groups will test their own internal VHF/UHF voice and/or data capabilities to the local/county EC or EOC. Once that is done, each local/county EC or EOC will contact the State Emergency Operations Center on HF following frequencies picked from the Section ARES Simplex Frequency Pool. Primary HF frequency will be 3.860, with secondary frequency 7.280. SOG 6-C-001 Standard Operation Guide "Simplex Frequency Pool" is available at www.MinnesotaARES.org. The Simplex Frequency Pool calls for the use of 7.275 MHz, and this may be an error in the document. We intend to use 7.280 MHz, which is also the frequency for the NTS nets in our area.

The following scenario is plausible though unlikely. In this circumstance, amateur radio would be needed but probably for a period of less than four hours. There have been several times in the past few years where amateur radio has been called in because all else did actually fail for a few hours.

Scenario: A severe winter storm has knocked out a major amount of electric power to your community. Along with electricity, major phone lines and cell sites are also out of service due to unknown circumstances. Your local or county EOC has activated. Your local ham radio repeater is running on backup generator and will for the next 72 hours.

In an unrelated event, several of the ARMER major sites are in "site trunking" and there is no ability to communicate with the State Emergency Operations Center.

Action: Beginning at 1000 hours 20 October 2012, county ECs will make contact with the State Emergency Operations Center (KØDEM) at 3.860 MHz, or alternately 7.280 MHz if band conditions on 75 meters are not suitable. As well, the SEOC will be monitoring 146.52 MHz for any station in the Twin Cities Metro Region to check in. Maintain contact with the SEOC every 15 minutes until 1200 hours.

Alternately, any DEC who would like to participate may simulate a regional EOC, may also check in at the above stated times and methods.

Any EC or DEC may simulate their county, local, or regional EOC. At the writing of this document it is assumed that the SEC will simulate the SEOC from another location.

Please provide situational awareness information to the SEOC on the following items:

- Status of Local EOC (DECs report Status of the regional MAC)
- Current Weather Conditions
- Current operations, if any (what are you doing, who are you supporting)

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name: 2012 Minnesota Section ARES SET	2. Operational Period:	Date From: 10/20/2012 Time From: 0800	Date To: 10/20/2012 Time To: 1200															
3. Objective(s): <ol style="list-style-type: none"> 1) For the SEC and selected staff to establish and maintain a presence in the State Emergency Operations Center through established and new relationships. 2) To receive situational awareness radio traffic from Districts 1-5 DECs and ECs using HF frequencies, and VHF simplex frequencies if possible 3) To receive situational awareness radio traffic from District 6 ECs using VHF simplex frequencies, and HF frequencies if possible 																		
4. Operational Period Command Emphasis: The emphasis of this SET is more on the building of relationships it takes to establish a working relationship with HSEM and their Auxiliary Emergency Communications Team DEMARC. This SET will hopefully be the building block for future collaborations with HSEM to help the SEOC pass radio traffic between the state and local levels.																		
General Situational Awareness For the purposes of occupying the SEOC, weather and safety are not a factor.																		
5. Site Safety Plan Required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Approved Site Safety Plan(s) Located at: _____																		
6. Incident Action Plan (the items checked below are included in this Incident Action Plan): <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"><input type="checkbox"/> ICS 203</td> <td style="width: 25%;"><input type="checkbox"/> ICS 207</td> <td style="width: 50%;"><u>Other Attachments:</u></td> </tr> <tr> <td><input type="checkbox"/> ICS 204</td> <td><input type="checkbox"/> ICS 208</td> <td><input checked="" type="checkbox"/> ICS-213 General Message Form</td> </tr> <tr> <td><input checked="" type="checkbox"/> ICS 205</td> <td><input type="checkbox"/> Map/Chart</td> <td><input checked="" type="checkbox"/> ICS-309 Communications Log</td> </tr> <tr> <td><input type="checkbox"/> ICS 205A</td> <td><input type="checkbox"/> Weather Forecast/Tides/Currents</td> <td><input type="checkbox"/> _____</td> </tr> <tr> <td><input type="checkbox"/> ICS 206</td> <td></td> <td><input type="checkbox"/> _____</td> </tr> </table>				<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<u>Other Attachments:</u>	<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input checked="" type="checkbox"/> ICS-213 General Message Form	<input checked="" type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input checked="" type="checkbox"/> ICS-309 Communications Log	<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/> _____	<input type="checkbox"/> ICS 206		<input type="checkbox"/> _____
<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<u>Other Attachments:</u>																
<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input checked="" type="checkbox"/> ICS-213 General Message Form																
<input checked="" type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input checked="" type="checkbox"/> ICS-309 Communications Log																
<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/> _____																
<input type="checkbox"/> ICS 206		<input type="checkbox"/> _____																
7. Prepared by: Name: Dan Anderson, KDØASX Position/Title: MnARES SEC Signature: _____																		

1. Incident Name: 2012 Minnesota Section ARES SET	2. Operational Period:	Date From: 10/20/2012 Time From: 0800	Date To: 10/20/2012 Time To: 1200
8. Approved by Incident Commander:	Name:	Signature: _____	
ICS 202	IAP Page	Date/Time: 10/15/2012 12:00 AM	

INCIDENT RADIO COMMUNICATIONS PLAN			Incident Name			Date/Time Prepared		Operational Period Date/Time		
			2012 Minnesota Section ARES SET			10/15/2012 1440		10/20/2012 0800-1200		
LN #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks	
1	Tactical	Section Phone	EC to SEOC	3.8600 W	CSQ	3.8600 W	CSQ	A	Primary SEC Frequency	
2	Tactical	Region Phone	EC to SEOC	7.2800 W	CSQ	7.2800 W	CSQ	A	Backup SEC Frequency	
3	Dispatch	HV-CALL	Metro EC Hailing	146.5200 W	CSQ	146.5200 W	CSQ	A	Metro EC's will use this to hail the SEOC	
4	Tactical	HV-BRAVO	Metro EC Talkaround	146.4150 W	CSQ	146.4150 W	203.5	A	if needed	
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
Prepared By (Communications Unit)					Incident Location					
Dan Anderson, KDØASX, SEC (COML, AEC-T)					County State MN Latitude N Longitude W					

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (e.g. Project 25) or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position):		
3. From (Name and Position):		
4. Subject:	5. Date: Date	6. Time HHMM
7. Message:		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: Date	

ICS 213 General Message

Purpose. The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

Preparation. The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

Distribution. Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

Notes:

- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	Incident Name (Optional)	Enter the name assigned to the incident. This block is optional.
2	To (Name and Position)	Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
3	From (Name and Position)	Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
4	Subject	Enter the subject of the message.
5	Date	Enter the date (month/day/year) of the message.
6	Time	Enter the time (using the 24-hour clock) of the message.
7	Message	Enter the content of the message. Try to be as concise as possible.
8	Approved by <ul style="list-style-type: none"> • Name • Signature • Position/Title 	Enter the name, signature, and ICS position/title of the person approving the message.
9	Reply	The intended recipient will enter a reply to the message and return it to the originator.
10	Replied by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24-hour clock).

