

# ARES®/RACES Operations Manual

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## Table of Contents

Table of Contents .....	i
About this Manual .....	v
Instructions for Assembly of your ARES®/RACES Operations Manual .....	vii
<b>SECTION 1 - ARES®/RACES Organization .....</b>	<b>1-1</b>
Welcome .....	1-3
Introduction .....	1-3
ARES® .....	1-4
NTS .....	1-6
RACES .....	1-6
ARES®/RACES .....	1-7
<b>SECTION 2 - Clark County ARES®/RACES Plan .....</b>	<b>Not Issued</b>
Mission Statement .....	
Purpose .....	
Limitations .....	
Organizational Structure .....	
Membership .....	
Alert Authorization .....	
Mobilization .....	
Emergency Network .....	
Frequencies .....	
<b>SECTION 3 - Call-out Procedure &amp; Net Operation .....</b>	<b>3-1</b>
Introduction .....	3-3
Preliminary Information Net .....	3-3
Call-out Procedure .....	3-4
Local Coordination Net Operation .....	3-7
A Discussion of the ARES®/RACES Emergency Net Organization in Clark County .....	3-14
<b>SECTION 4 - Handling Radio Traffic .....</b>	<b>Not Issued</b>
<b>SECTION 5 - Setting Up &amp; Operating an Emergency Station .....</b>	<b>Not Issued</b>

# ARES®/RACES Operations Manual

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## Table of Contents (cont.)

### APPENDIX A - Glossary of Terms, Initials and Acronyms

### APPENDIX B - ARES®/RACES Teams

- Team Organization & Map
- Team Map
- Team Roster
- Registration Forms

### APPENDIX C - ARES®/RACES Frequencies

- ARES®/RACES 2-meter Simplex Coordination
- Scanners for ARES®/RACES (including frequency lists)
- CEMNET (Comprehensive Emergency Management Network) – State Frequencies

### APPENDIX D - Packet Information

- ARES®/RACES Packet Network
- Packet Node List
- River Level Monitoring via Packet Radio

### APPENDIX E - County and State ARES®/RACES Information

- Clark County Comprehensive Emergency Management Plan,  
Amateur Radio Service Plan ..... Not Issued
- State of Washington RACES Plan
- Oregon District 1 ARES® Plan

### APPENDIX F - Emergency Power Supply Information

- Standardizing Connectors
- Primary Batteries
- Rechargeable Batteries
- Generators and Inverters

### APPENDIX G - Emergency Antenna Information

### APPENDIX H - Emergency Preparedness Information

# **ARES<sup>®</sup> / RACES** Operations Manual

---

## **Table of Contents (cont.)**

### **APPENDIX I - Tables & Charts**

- International Phonetic Alphabet & UTC Time Conversion
- ARL Abbreviated Messages
- "Q" Signals
- RS-232C Standard Interface

### **APPENDIX J - Message Forms**

- Clark County ARES/RACES Message Form
- ARRL Message Form
- State RACES Message Form (ARRL)

### **APPENDIX K - ARRL Information**

### **APPENDIX L - Agency Information**

### **APPENDIX M - Basic First Aid Information**

### **APPENDIX N - Other Information**

### **APPENDIX O - Emergency Exercise and Mission Notes**

# *ARES<sup>®</sup> / RACES Operations Manual*

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# ARES®/RACES Operations Manual

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## About this Manual

### I. BACKGROUND

This Clark County Amateur Radio Emergency Service®/Radio Amateur Civil Emergency Service (ARES®/RACES) Operations Manual was developed to disseminate information to members of the organization in a standardized format and to provide a text for the training of new members.

In the past, members who missed a meeting during which operating procedures were discussed had no ready means to become familiar with those topics. This gave rise to confusion and frustration during drills and exercises when all members did not follow the same procedures. This Operations Manual will aid members in finding information as the need arises, with minimal or no difficulties.

### II. PURPOSE

The purpose of this manual is (1) to disseminate operating procedures that will be applied uniformly by the Clark County ARES®/RACES group while engaged in emergency communication and/or simulated emergency exercises, and (2) to provide a text to be used as the source of material in training meetings of the Clark County ARES®/RACES teams.

### III. MANUAL ORGANIZATION

This manual is organized into five main sections as shown in the Table of Contents. These five sections become the standard operating procedures (SOP) for the Clark County ARES®/RACES organization. The remainder of the manual consists of Appendices where information for various topics can be collected as time goes by. The appendices are not individually paginated, so the user can add information from other sources on any given topic as needed. It is suggested that you place the five main sections and the appendix information in a 3-ring, loose-leaf binder with divider tabs for each section and appendix topic. A "D-ring" binder is best, as it allows the binder to lay flat. It is also suggested that you obtain a zipper case which will fit in the back of your 3-ring binder to hold items such as pencils, pens, ruler, note pads, county map, ARES®/RACES badges, etc.

### D. ACKNOWLEDGMENTS

A number of members have contributed, in various ways, to the production of this manual. We wish to thank all those who did, as well as those who will be doing work on it in the future. A special thanks to Clark Regional Emergency Services Agency (CRESA) for their part in supplying some of the materials. Feel free to pass along any suggestions that you may have to your ARES®/RACES Management Team or your Team Leader.

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# *ARES® / RACES Operations Manual*

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# ARES®/RACES Operations Manual

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## Instructions for Assembly of your ARES®/RACES Operations Manual

Your ARES®/RACES Operations Manual consists of five main sections (1 thru 5) and several appendices (currently A thru O) Not all sections and appendices have material for them yet. Materials will be provided on an on-going basis.

ARES®/RACES and the County Department of Emergency Services (DES) will supply the following:

- A plastic protector sheet to place at the front of the manual to prevent the first page from "offsetting", over a period of time, onto the inside of the binder.
- A main section contents page, a Table of Contents, a page entitled "About this Manual", and section material currently available. Be sure to read the page, "About this Manual".
- Two insert sheets, when placed together, become a personalized insert for the face of the binder and a title insert for the spine of the binder. (One of the sheets will have your call imprinted on it and will be available for you at the next meeting.)

You will need to supply the following to complete your training manual (available at Office Max):

- A loose-leaf binder - Avery EZD 1 1/2" View Binder or equivalent
- One set of 5-tab dividers (Sections 1-5) – Avery #RI-2135 or equivalent
- Three sets of 5-tab dividers (total of 15 for appendices) - Avery #CI-213-5C or equivalent
- Plastic zipper case – Office Max Model #24031218, Size: 8 1/2" x 10 3/4" or equivalent

Follow the instructions on the personalized insert sheet (**Tip: if you lay the binder out flat, rings down, it will be easier to slide the inserts into the spine and front cover**).

Assemble the following into the binder (remember, some section materials may not be available yet):

1. Plastic protector sheet
2. Main index divider
3. Table of contents and "About this Manual"
4. Section 1 divider with Section 1 material, "ARES®/RACES Organization"
5. Section 2 divider with Section 2 material, "Clark County ARES®/RACES Plan"
6. Section 3 divider with Section 3 material, "Call-out Procedure & Net Operation"
7. Section 4 divider with Section 4 material, "Handling Radio Traffic"
8. Section 5 divider with Section 5 material, "Setting Up an Emergency Station"
9. Appendix dividers (A thru O) with any provided material.
10. Plastic zipper case (for pencils, pens, ruler, county map, ID badges etc.)

**Be sure to attend the ARES®/RACES meetings in order to receive future materials and updates. If you are unable to attend a particular meeting, contact you Team Leader for information on what you may have missed.**