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## 1. NET CONTROL STATION (NCS) PROCEDURES

a. The weekly ARES Information Net NCS will use the preamble in attachment A of this Tab.

b. The ARES/RACES Net Control Station (NCS) operators will use their personal call signs and not "W7AIA".

c. For actual events and exercises, NCS opens the net and Teams/locations will check in and report the following information:

   (1) Operators on duty by call sign
   (2) Emergency/Backup Power capability
   (3) Operational voice capability
   (4) Unusable CLRK repeater traffic channels from their location
   (5) Digital PACKET BBS capability
   (6) Digital WL2K capability
   (7) Other exercise specific information

d. Voice message traffic flow will be managed by the NCS on the primary repeater channel but messages will be passed between stations via voice on any of the 26 Traffic Frequencies (Clark 1-26) identified in the CCARES/RACES Handi-Card as directed by NCS and as stations are capable.

e. When NCS directs a message be sent on a team simplex frequency, the frequency that will be used is the receiving station's appropriate (VHF or UHF as directed) simplex frequency.

f. Digital PACKET or WL2K messages will **not** require the approval of NCS.

g. At the start of shift, NCS will ensure all stations have an opportunity to do a simplex path validation to all other locations, including NCS. Results should be recorded on the CCARES/RACES Simplex Path Record form, communicated to NCS. and included as part of the AAR.

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2. **GENERAL TEAM AND MEMBER OPERATING PROCEDURES**

a. All locations will keep an <u>operating log</u> (see Tab 11) that documents personnel on duty and significant events.

b. Unless otherwise identified in the applicable plan/IAP, all CCARES events and exercises are operated on authorized previously coordinated repeaters whose use has been authorized by their respective owners.

c. Proper radio procedures to be used are identified in relevant directives such as the CCARES-RACES Resource and Training Manual and the ARRL Public Service Communications Manual (PSCM).

d. During the exercise, participating stations will use their Tactical Voice Call Signs except for the FCC '10 minute rule' of using your personal call for station operator ID purposes every 10 minutes and at the conclusion of the transmission.

e. NCS will direct and individual locations will pass agency traffic in priority order.

f. Message traffic format will follow the published CCARES message format shell or supported agency specific format, whichever is location appropriate. All formal messages, at a minimum, will have a message number, precedence and date-time-group (DTG) and the operator..

g. Every exercise message will have in the very **first** and **last** line of the message body, **"THIS IS AN EXERCISE MESSAGE"**.

3. **VOICE TACTICAL CALL SIGNS**

a. The following static tactical call signs for operational teams 7-12 will be used unless otherwise directed:

| 7 | Net Control | | 10 | Red Cross |
|---|---|---|---|---|
| 8 | Peace Medical | | 11 | SAR |
| 9 | CRESA | | 12 | Legacy Salmon Creek |

b. Area Team (1-6) Digital tactical call signs will be assigned for specific operating locations activated for the event to preclude the use of personal call signs.

4. **VOICE MESSAGE FORMS**

a. The supported agencies will determine the nature and content of information they want passed and the forms to be used. If none given, it is the responsibility of each team to determine the best form to use coordinating with the supported agency. At a minimum, a unique station

message number will be used for tracing purposes on every formal message processed.

b. Attached are examples of previously coordinated CCARES/RACES message forms that should be used unless otherwise directed. Remember that customer information needs take priority over the forms, just be sure and include the message tracing data.


ATTACHMENTS
    A - CCARES Weekly Net Control Preamble
    B - CCARES/RACES Message Form
    C - ICS-213 General Message Form
    D - CCARES 9-1-1 Disaster Dispatch Form
    E - WA EMD ISNAP Message Form