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## SECTION 33: ARES FORMS AND STATIONERY

This section provides printable forms and stationery for ARES operations:

Forms and aids in this section are printed on one side of the page, even if printing double-sided, to allow easy photocopying and duplication.

# ARES MESSAGE FORM (RADIOGRAM)

		<h1 style="margin: 0;">RADIOGRAM</h1>							
<p>VIA AMATEUR RADIO</p>									
NUMBER	PRECEDENCE	H X	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	UTC	DATE	UTC
<p><b>TO:</b></p> <p>TELEPHONE NUMBER      ( ____ )      ____ .      ____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: right;">SIGN _____</p>									
<b>REC'D</b> FROM      DATE      TIME					<b>SENT</b> TO      DATE      TIME				
<p><b>Precedences</b> - Abbreviate by using first letter</p> <p>( <b>E</b> ) = EMERGENCY</p> <p>Any message having life and death urgency to any person or group of persons, which is transmitted by Amateur Radio in the absence of regular commercial facilities. This includes official messages of welfare agencies during emergencies requesting supplies, materials or instructions vital to relief of stricken populace in emergency areas. When in doubt, do not use it.</p> <p>( <b>P</b> ) = PRIORITY</p> <p>This classification is for a) important message having specific time limit b) official messages not covered in the emergency category c) press dispatches and emergency related traffic not of the utmost urgency d) notice of death or injury in disaster area, personal or official.</p> <p>( <b>W</b> ) = WELFARE</p> <p>This classification refers to either an inquiry as to the health and welfare of an individual in the disaster area or an advisory from the disaster area that indicates all is well. Welfare traffic is handled only after all emergency and priority traffic is cleared. The Red Cross equivalent to an incoming Welfare message is DWI ( Disaster Welfare Inquiry).</p> <p>( <b>R</b> ) = ROUTINE</p> <p>Most traffic in normal times will bear this designation. In disaster situations, traffic labeled Routine, should be handled last, or not at all when circuits are busy with higher precedence traffic.</p>					<p style="text-align: center;"><b>Handling Instructions</b></p> <p><b>HXA</b> ( Followed by number. ) Collect landline delivery authorized by addressee within ____ miles. ( If no number, authorization is unlimited.)</p> <p><b>HXB</b> ( Followed by number. ) Cancel message if not delivered within ____ hours of filing time; service originating station.</p> <p><b>HXC</b> Report date and time of delivery (TOD) to origination station.</p> <p><b>HXD</b> Report to originating station the identity of station from which received, plus date, time and method of delivery.</p> <p><b>HXE</b> Delivering station get reply from addressee, originate message back.</p> <p><b>HXF</b> ( Followed by number. ) Hold delivery until _____ ( date).</p> <p><b>HXG</b> Delivery by mail or landline toll call not required. If toll or other expenses involved, cancel message and service originating station.</p>				
File MET_RS.G1F_00/02_VESBK									

# PUBLIC SERVICE ACTIVITY REPORT

Available from <http://www.rac.ca/downloads/fsd.pdf>.



## Radio Amateurs of/du Canada Member Society of the International Amateur Radio Union Public Service Activity Report

### About This Form

Each year Amateur Radio donates thousands of person-hours of supplementary public service communications during real emergencies, through simulated emergency tests and at events such as parades and marathons. Participation in these kinds of events shows Amateur Radio at its best. It is critically important that RAC bring documentation of this public service work to the attention of Industry Canada and other public officials. The information you provide on the form below will be an important addition to the records. Please complete and return this form to RAC Headquarters, 720 Belfast Rd, Suite 217, Ottawa, ON K1G 0Z5. Mark it to the attention of VP Field Services. Send a copy to your RAC Section Manager as well.

1. Nature of the activity (Check one)

- Communications Emergency.* Amateurs supplied communications required to replace or supplement normal communications means.
- Alert.* Amateurs were deployed for emergency communications, but emergency situation did not develop.
- Special event.* Amateurs supplied communications for a parade, race, marathon etc.
- Test or drill.* A training activity in which Amateurs participated.

2. Brief description of activity: \_\_\_\_\_

3. Places or areas involved: \_\_\_\_\_

4. Number of Amateurs participating: \_\_\_\_\_

5. Event start date/time: \_\_\_\_\_ 6.

7. Duration of event (hours): \_\_\_\_\_ 8.

9. Number of repeaters used: \_\_\_\_\_

- |                                       |   |
|---------------------------------------|---|
| 10. Estimated person-power cost:      | \$ _____ (person-hours times \$10.00/hour)  |
| 11. Estimated cost of equipment used: | \$ _____ (hand-helds, repeaters, etc.)      |
| 12. Total estimated cost of service:  | \$ _____ (add amounts from lines 10 and 11) |

13. Nets and/or frequencies used (including repeater call sign):  
\_\_\_\_\_  
\_\_\_\_\_

14. Number of messages handled: \_\_\_\_\_

15. Names of agencies receiving communications support:  
\_\_\_\_\_  
\_\_\_\_\_

16. Please list call signs of Amateurs who were major participants:  
\_\_\_\_\_  
\_\_\_\_\_

17. Other comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please attach photos of Amateurs in action, newspaper clipping or other supporting data.*

Location of organization: City or Town: \_\_\_\_\_ Province: \_\_\_\_\_

Your name: \_\_\_\_\_ Call sign: \_\_\_\_\_

Address: \_\_\_\_\_

RAC appointment, if any: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Telephone: Res: (\_\_\_\_\_) \_\_\_\_\_ Bus: (\_\_\_\_\_) \_\_\_\_\_

*I attest that the information provided above is complete and true to the best of my knowledge.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FSD-137-R  
10/17/01

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# ACTIVATION AND DEPLOYMENT MISSION STATEMENT AND BAND PLAN

Date: \_\_\_\_\_

1. Served Agency: \_\_\_\_\_

a. Address of Served Agency: \_\_\_\_\_

b. Name of Served Agency Point of Contact: \_\_\_\_\_

c. POC Phone Numbers: Office: \_\_\_\_\_ Cell: \_\_\_\_\_ Home: \_\_\_\_\_

d. \_\_\_\_\_ Check if additional Served Agencies are listed on the back of this page.

2. Describe the mission: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Address/location for deployed stations:

a. Station Alpha: \_\_\_\_\_

b. Station Bravo: \_\_\_\_\_

c. Station Charlie: \_\_\_\_\_

d. Station Delta: \_\_\_\_\_

e. \_\_\_\_\_ Check if additional deployed station addresses/locations are on the back of this page.

4. What is the expected duration of deployments? \_\_\_\_\_

5. Radio equipment requirements

a. HF stations: Mobile \_\_\_\_\_ Portable \_\_\_\_\_ Fixed Base \_\_\_\_\_

b. VHF stations: Mobile \_\_\_\_\_ Portable \_\_\_\_\_ Fixed Base \_\_\_\_\_ Handheld \_\_\_\_\_

c. UHF stations: Mobile \_\_\_\_\_ Portable \_\_\_\_\_ Fixed Base \_\_\_\_\_ Handheld \_\_\_\_\_

6. Band Plan

a. Network Requirements: (Describe from/to communications requirements.)

(1) Net One: \_\_\_\_\_

(2) Net Two: \_\_\_\_\_

(3) Net Three: \_\_\_\_\_

(4) \_\_\_\_\_ Check if additional nets are provided on the back of this page.

b. Frequencies, offsets, and tone requirements:

(1) Net One:

(a) \_\_\_\_\_ Simplex \_\_\_\_\_ Duplex \_\_\_\_\_ Split \_\_\_\_\_ Other

(b) Frequencies \_\_\_\_\_

(c) \_\_\_\_\_ Offset \_\_\_\_\_ Tone

(2) Net Two:

(a) \_\_\_\_\_ Simplex \_\_\_\_\_ Duplex \_\_\_\_\_ Split \_\_\_\_\_ Other

(b) Frequencies \_\_\_\_\_

(c) \_\_\_\_\_ Offset \_\_\_\_\_ Tone

(3) Net Three:

(a) \_\_\_\_\_ Simplex \_\_\_\_\_ Duplex \_\_\_\_\_ Split \_\_\_\_\_ Other

(b) Frequencies \_\_\_\_\_

(c) \_\_\_\_\_ Offset \_\_\_\_\_ Tone

(4) \_\_\_\_\_ Check if additional frequencies, offsets, and tones are listed on the back.



Page intentionally blank.

## OPERATOR QUICK REFERENCE

### BEFORE EMERGENCY

Prepare yourself by providing radio equipment together with an emergency power source upon which you can depend.

Test both the dependability of your emergency equipment and your own operating ability in the annual Simulated Emergency Test and the several annual on the air contests especially Field Day.

Register your facilities and your availability with your local Emergency Coordinator.

### IN EMERGENCY

Listen before you transmit. Never violate this principle.

Report at once to your Emergency Coordinator so that the EC will have up-to-minute data on the facilities available. Work with the local civic and relief agencies as the EC suggests.

Operate on the air in accordance with regulations.

SOS and "Mayday" are the International distress calls for emergency only. They are for use only by stations seeking emergency assistance.

Respect the fact that the success of the amateur effort in emergency depends largely on circuit discipline. The established Net Control Station should be the supreme authority for traffic routing.

Cooperate with those we serve. Be ready to help, but stay off the air unless there is a specific job to be done that you can handle more efficiently than any other station.

### AFTER EMERGENCY

Participate in debriefings with your EC.

Page intentionally blank.

## EMERGENCY REFERENCE INFORMATION FOR AMATEUR RADIO STATION

	<i>Frequency</i>	<i>Time</i>	<i>Days</i>
<b>ARES Net</b>			
<b>SKYWARN Net</b>			
<b>Section/Local Net</b>			
<b>Packet BBS</b>			

EXAMPLE QUICK-REFERENCE CARD

ARES Operator Quick Reference Extended 04081

**CHANGES**

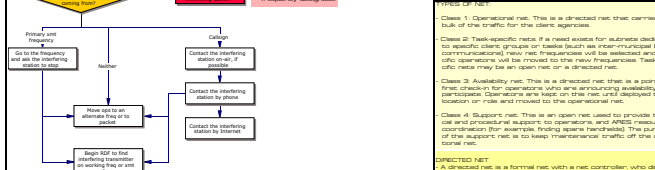
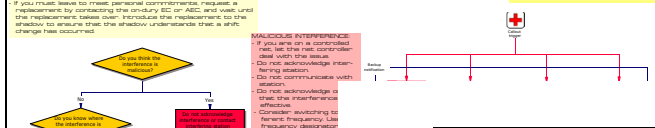
- When the controller calls for general checks, respond with "ARES ready" and you are acknowledged and stand by for further instructions from the controller.
- When acknowledged, stand by for further instructions from the controller.
- When the controller calls for checks, respond with "ARES ready" and you are acknowledged and stand by for further instructions from the controller.
- When the controller calls for checks, respond with "ARES ready" and you are acknowledged and stand by for further instructions from the controller.
- When the controller calls for checks, respond with "ARES ready" and you are acknowledged and stand by for further instructions from the controller.

**IN A MESSAGE**

- When the controller calls for checks, respond with "ARES ready" and you are acknowledged and stand by for further instructions from the controller.
- When the controller calls for checks, respond with "ARES ready" and you are acknowledged and stand by for further instructions from the controller.
- When the controller calls for checks, respond with "ARES ready" and you are acknowledged and stand by for further instructions from the controller.
- When the controller calls for checks, respond with "ARES ready" and you are acknowledged and stand by for further instructions from the controller.

**ACTIVATIONS**

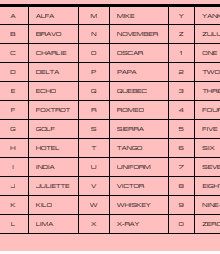
- When the controller calls for checks, respond with "ARES ready" and you are acknowledged and stand by for further instructions from the controller.
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- When the controller calls for checks, respond with "ARES ready" and you are acknowledged and stand by for further instructions from the controller.



**THIS QUICK REFERENCE CARD IS ALSO AVAILABLE IN SHORTER FORMAT THAT CAN BE PRINTED ON YOUR HOME COMPUTER. IT IS AVAILABLE TO OTHER ARES GROUPS FOR REUSE. FOR MORE INFORMATION, CONTACT DAVID DOWNS AT [ddowns@arrl.org](mailto:ddowns@arrl.org)**

**THIS QUICK REFERENCE CARD FORMAT AND THE CONTENTS ARE COPYABLE BY ANY ARES GROUP FOR REUSE. CONTACT DAVID DOWNS AT [ddowns@arrl.org](mailto:ddowns@arrl.org)**

CLASS	ALPHA	MI	NIKE	Y	YANKEE
A	ALFA	MI	NIKE	Y	YANKEE
B	BRAVO	N	NOVEMBER	Z	ZULU
C	CHARLIE	O	OSCAR	1	ONE
D	DELTA	P	PAPA	2	TWO
E	ECHO	Q	QUEBEC	3	THREE
F	FOXTROT	R	ROMEO	4	FOUR
G	GOLF	S	SERPA	5	FIVE
H	HOTEL	T	TANGO	6	SIX
I	INDIA	U	UNIFORM	7	SEVEN
J	JULIETTE	V	VICTOR	8	EIGHT
K	KILO	W	WHISKEY	9	NINE
L	LIMA	X	XRAY	0	ZERO



**Formal message handling procedure and form is same for voice, packet, CW, and all other modes.**

**Formal voice communications are used in situations where a message needs to be logged and recorded or are being relayed by intermediate stations.**

**Formal voice communications are used in situations where messages need to pass back and forth between stations throughout a day and do not need to be formal.**

**Formal voice communications are used in situations where messages need to pass back and forth between stations throughout a day and do not need to be formal.**

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**ARES CONTRACT**

**FOR INFO**

David Drayton  
305-643-8500  
dadr@arrl.org

**IN EMERGENCY**

David Drayton  
305-643-8500  
dadr@arrl.org

**ARES CONTRACT**

**FOR INFO**

David Drayton  
305-643-8500  
dadr@arrl.org

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**IN EMERGENCY**

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## EXAMPLE ARES BROCHURE

**ARES**

Amateur Radio Emergency Service



ARES is a volunteer organization that delivers communications services during emergencies. ARES (pronounced AIR-EEZ) provides qualified communications personnel who establish ad-hoc communications links where and when they are needed.

ARES augments the community's existing communications infrastructure, providing the additional capacity that is often needed during emergencies.

**ARES is a volunteer organization that costs you nothing, and provides emergency radio communications where and when it is needed.**

ARES relies on the services of amateur radio operators who volunteer their time, equipment and expertise for the benefit of the community and the public good.

**Taking advantage of ARES services during exercises and emergencies**

If you are responsible for managing communications for your municipality, the Red Cross or another aid agency, you should consider how useful ARES may be during exercises or during an actual time of need.

**What ARES is and is not**

ARES does not replace the communications infrastructure used by police or other emergency responders, by the municipalities, or by individual agencies. Instead, ARES augments existing communications solutions, letting you scale up your communications capacity in times of need. ARES gives you additional communications capacity at emergency operations centres (EOC), community shelters, hospitals, evacuation points, and other facilities.

**Which agencies and organizations can use ARES?**

ARES is available in times of emergency to provide communications support on behalf of government and aid agencies, including municipal governments, the Emergency Management Organization, the Red Cross, and the Salvation Army. ARES may also be available during non-emergencies to assist with certain qualified public service events, run by government or not-for-profit entities, where those events offer an opportunity to provide operator training. ARES cannot be used to carry commercial communications (for-profit activity) of any kind.

**How qualified are ARES personnel?**

All ARES communications operators are government-certified radio operators. (They are called 'amateur radio operators' because they do not accept money for their communications services, and are not licensed to support business activities.) ARES personnel conduct themselves with professionalism and competence. Most operators have many years of experience with radio communications. Many are current or retired technical specialists or military or commercial telecommunications specialists.

In addition, specific ARES training is given to ARES operators to ensure that they are well versed in procedures related to public safety communications and emergency support. ARES conducts periodic exercises and drills to maintain standards, refine processes and optimize services.



ARES is an organization that exists throughout Canada and the United States, and is not limited to this region. Lessons learned during Ontario blackouts, California brushfires, and prairie tornadoes are applied here too, taking advantage of a large pool of emergency communications experience. Today's emergency communications practices are the result of many decades of refinement, technological advancement, and real-life experience. ARES and other amateur radio organizations have proven their worth by providing high-quality communications support during thousands of disasters and emergencies, often in situations where no other communications options were available.

**Use ARES to provide communications at field sites, evacuation points, community centres, seniors facilities, hospitals, schools, arenas, EOCs, and other key locations during exercises and emergencies.**

## ARES services

A number of specific services are available, letting you tailor ARES communications support to fit your needs.

### **Emergency communications stations**

Emergency communications stations provide voice and even data communications between specific locations (for example, emergency operations centres, aid stations, shelters, hospitals, and other key locations). These stations augment your existing communications, adding capacity and flexibility.

### **Shadowing**

Shadow communications operators accompany 'high-value' personnel in your organization. This ensures that key personnel are kept in touch, regardless of location, communications overloads or failures, or other factors. Operator training ensures that the personnel being shadowed benefit from the communications assistance without any additional overheads.

### **Mobile communications**

ARES mobile communications service attaches communications operators to mobile units (such as evacuation buses, assessment units, search and rescue teams, or other mobile concerns requiring communications support). Communications operators ensure connectivity between the mobile units and EOCs or coordination points, taking advantage of ARES network capacity and broad areas of coverage.



### **Data messaging**

In situations where you need to move files or formal data from one site to another and the Internet is not available, ARES packet stations can use data radio channels to send text or files (such as lists of names). Packet can be invaluable during emergency situations. Data can be sent to the next floor, the next building, the next city or even across the country, regardless of telecommunications or Internet failures.

### **Rapid community assessment**

During many types of emergency, getting information about conditions in the community at large can be crucial to planning your response. ARES provides an easy way to get basic information very quickly. During community emergencies (for example, severe weather events or power outages), ARES can provide rapid assessment of conditions at a large number of locations throughout the region. The types of information that could be requested include status of electrical and telephone service, wind and weather conditions, road conditions, or even reporting of physical damage (for example, flood damage). This service augments your existing procedures for community assessment, providing rapid feedback of basic data from a large number of points.

### **Backup communications**

The ARES backup communications service places ARES emergency communications stations at or near your existing high-value communications stations (such as those at City Hall, EOCs, hospitals, etc.) to provide backup service in case of problems or overload in your key communications links. This is useful in situations where your primary communications systems are working and meeting your needs, but where you cannot afford to run without a backup.

### **National communications relays**

ARES provides communications outside the local area when required. Formal message traffic is carried over data circuits and high-frequency voice channels to other ARES stations throughout Canada and even the US, and from there to recipients via telephone or email. This service is similar to HF capabilities used by FEMA, and is useful during emergencies that disrupt telephone and Internet communications over a wide area.

### **Before an emergency**

Incorporate ARES into your own training scenarios, drills, exercises, processes and practices. ARES is available for most exercises, regardless of scope. You may also wish to perform pre-clearance of ARES operators, or issue or validate operator identification.

### **Contact us**

For more information about including ARES in your upcoming exercises and drills, or for training materials that you can use in your own training, contact Saint John Regional ARES at [info@emergencyplanning.ca](mailto:info@emergencyplanning.ca), or phone us at 506-643-8490.

This brochure was produced by Nocturne Communications Inc., a full-service corporate communications service provider. Visit [www.nocturne.ca](http://www.nocturne.ca).