

**Estes Valley Amateur Radio Club**

**Amateur Radio Emergency Service**

**Field Operations Guide**

# EVARC Field Operations Guide

## Table of contents

<b>Mission</b>	<b>3</b>
<b>Activation and Mustering</b>	<b>3</b>
<b>Deployment</b>	<b>4</b>
<b>Equipment</b>	<b>5</b>
<b>Organization</b>	<b>6</b>
<b>Member Responsibilities</b>	<b>7</b>
<b>Member Training Requirements</b>	<b>8</b>
<b>Operational Plan</b>	<b>9</b>
<b>Frequencies</b>	<b>9</b>
<b>Damage Assessment</b>	<b>12</b>
<b>Message Handling</b>	<b>12</b>
<b>Safety</b>	<b>12</b>
<b>Appendix A: Glossary</b>	<b>13</b>
<b>Appendix B: References</b>	<b>14</b>
<b>Appendix C: ITU Phonetic Alphabet</b>	<b>14</b>
<b>Appendix D: Go kits</b>	<b>15</b>
<i>Radio Equipment:</i>	<b>15</b>
<i>Other equipment</i>	<b>15</b>
<i>Cold weather items:</i>	<b>16</b>
<i>Warm weather items:</i>	<b>16</b>
<b>Appendix E: EPMC Yaesu FT-8800R Cross-Band Repeat Setup</b>	<b>17</b>
<b>Appendix F: EPMC Winlink (Packet Station) operation guide</b>	<b>18</b>
<b>Appendix G: Internet to Cell Phone text instructions</b>	<b>19</b>
<b>Appendix H: EPMC Visit Information</b>	<b>20</b>

# EVARC Field Operations Guide

## Mission

The EVARC/ARES team is a group of dedicated and experienced amateur radio operators who voluntarily make themselves available to quickly respond to any communications emergency in Colorado. The team is under the direct control of the Colorado Section Amateur Radio Emergency Service Region 3 District 2 Emergency Coordinator.

The ARES/EVARC mission is to:

1. Assure the safety of team members when activated in an emergency situation.
2. Provide accurate situation reports to served agencies including government agencies / Incident Commanders / and Non-government Organizations (NGOs)
3. Identify greatest needs to protect people and property.
4. Accurately handle traffic of served agencies.
5. Identify potential ARES follow-on requirements.
6. Be prepared for any communications assignment.

## Activation and Mustering

Upon declaration of an emergency communications situation EVARC/ARES members will be alerted and advised to either monitor a specific (repeater or simplex) frequency or report to a designated assembly area (see Assembly Areas section). Members will respond with their "Go Bag" and radio equipment prepared to sustain themselves for 3 days. The alert will be made by the team leader using a 'Telephone Tree' or by radio.

The first member to check in on the assigned frequency will assume network control duties until relieved by a team leader. The network control operator can assign another member to act as alternate control operator and logger. Both control and alternate operators will log members checking in recording their location and availability.

If directed to an assembly area, members will report to net control when they arrive at the assembly area. After all responding operators have arrived at the assembly area the team leader will report to the DEC that the team is assembled and ready for deployment.

The goal is for the team to be assembled within one hour of notification.

While at the assembly area members will have their Go Bag, radio equipment and ID badges checked. Vehicles will be checked for fuel (they should have at least one-half tank). Before deployment the team will be given a briefing on the mission to include frequencies and tactical calls. Upon direction of the DEC the team will deploy to the assigned area.

# EVARC Field Operations Guide

## Deployment

The team can only be deployed on orders from the R3D2 Emergency Coordinator (DEC) or Assistant DEC. If the team is standing by in the assembly area, it is normally ordered to move to the impacted area as a team and will report to the Emergency Coordinator (EC) of that area. The EC will provide the team mission and assignments. An exception to this would be if the impacted area covers more than one EC's area of responsibility in which case the DEC, SEC or MDEC (Major Disaster Emergency Coordinator) would control the team.

The team is most effective when deployed as a team because it trains as a team and maximizes the effectiveness of individual skills. The significant purpose of the team is to provide eyes where needed and furnish emergency managers with situational awareness during the early stages of an incident. Thus the mobile operators deployed are called 'Scouts'.

In addition to the above, the team has limited capability to support itself for food, water, and fuel for a few days.

The primary purpose of the team is to quickly establish communications in an impacted area where no other capability exists. However, after a day or two, additional public, private and ARES communications assets will be stood up, freeing the team for other assignments. These assignments could include support for shelters, hospitals, distribution points, volunteer reception, etc.

To aide in deployment the team will use the Colorado Highway Department (CDOT) Official Highway Map. Also, members are encouraged to have a Street Guide for the county to which they are deployed.

# EVARC Field Operations Guide

## Equipment

Each member is expected to furnish their own radio equipment and vehicle. The minimum equipment required is a dual band VHF/UHF mobile radio with a gain antenna. Also, members should have a HT and some means of maintaining their vehicle battery.

Additional radio equipment suggested includes a portable VHF radio with a mag mount antenna for use in another vehicle or inside a building. Spare batteries for the HT are also required. All radios should have power cords with Anderson PowerPole™ connectors.

Digital operators should have their own laptop computer and TNC set up to work with either their mobile or portable radio.

Other required equipment includes:

- Go Bag
- Food/water for one day
- Credit card/money for gas
- Applicable forms
- Clipboard and this FOG.
- Bright yellow ARES vest or jacket from ARRL.
- Flashlight with spare batteries.
- Operator manuals for radios.
- EVARC and/or ARES IDs.
- FCC license.
- Colorado Highway map.

See Appendix D for complete Go Kit recommendations.

# EVARC Field Operations Guide

## Organization

The EVARC/ARES team is a group of volunteer amateur radio operators each with different skills and physical abilities which are considered when making assignments. The Team Leader is designated by the District Emergency Coordinator (DEC). The other leadership positions are Assistant Team Leader, Resource Manager, Network Manager, Digital Manager and Exercise Coordinator. These positions are designated by the Team Leader. The Resource Manager also is the team Safety Officer. When activated, other positions may be designated as required.

The majority of team members are 'Scouts' who are assigned to various operator positions when deployed. Scout duties are:

- Proficient in network operating protocols.
- Vigilant situational awareness and safety.
- Expert in map reading and orienteering.
- Accuracy in reporting and logging information.
- Maintaining contact with Net Control.

Network Control Operators (NCO) are designated as required. The principal duty of the NCO is to maintain radio contact with Scouts. Assisted by a logger, the NCO records the location and status of all Scouts and other operators checked in to the net. The NCO and logger will pass all reports and traffic to the appropriate authority recording time and action taken. All members of the team are expected to participate as an NCO and become proficient in handling traffic.

The Resource Manager (RM) is a key position. The RM is responsible for maintaining records on team members and, as Safety Officer when deployed, keeping track of deployed members. The RM is also responsible for members training records and credentials. During prolonged deployments, the RM coordinates the availability and assignment of members. Specific duties are listed under responsibilities.

Other positions may be designated as the situation requires. If the team will be deployed longer than 24 hours a Logistics Officer will be assigned the duties of fuel and food resupply. Liaison Officers may be assigned to supported agencies or as Assistant EC's as required.

Base Support Operators are an essential element. When the team is alerted, at least one member of the team will be designated to remain at their home station and act as temporary net control. The Base Operator will advise the team the required assembly location, frequencies and any other information needed to facilitate assembly. Upon deployment, Base Operators will monitor all significant incident activities and keep the Leader informed. The Base Operator may also provide relays and repeater and digital gateway status. When the team is deployed, the Base Operator acts as an anchor and safety monitor for the team.

# EVARC Field Operations Guide

## Member Responsibilities

Members are expected to always follow safe practices, obey FCC rules for amateur radio operators, and follow orders of the team leaders. Members are expected to:

- Attend training meetings. R3D2 usually hold quarterly meetings in various locations.
- Check in to the weekly net and affirm their availability for deployment.
- Complete required formal FEMA and ARES training courses.
- Become proficient in net operation and traffic handling.
- Accurately log traffic and major events.
- Conduct themselves professionally and ethically.
- Be accurate when reporting observations (no hearsay or rumors).
- Be responsive to served agencies requests.
- Become proficient in programming radios.
- Be self supporting for 24 hours (food, water, personal needs).
- Be positive and support teamwork.
- Seek opportunities to learn new Emergency Communications skills.

## LEADER RESPONSIBILITIES

The Leader is responsible for all activities and member safety. Some responsibilities of the leader are:

- Recruiting amateur radio operators who have the potential for significant contribution to the teams mission.
- Training members and setting high standards.
- Planning for potential deployments to include logistical support.
- Alerting and notification of the team when appropriate.
- Responsive to the ARES leadership and supported agencies.
- Providing leadership and direction for deployment operations.
- Acknowledging members who deserve special recognition for outstanding performance.
- Insuring compliance with FCC rules.

## SAFETY OFFICER RESPONSIBILITIES

The Resource Manager is the team safety officer. The Safety Officer reports directly to the team leader and is responsible for:

- Responding to emergency activations and exercises.
- Collecting and logging accountability ID cards.
- Providing a Safety Briefing to the team before deployment or exercise to include:
  - Weather conditions expected for the operational period.
  - Route availability to the area of deployment (bridge status, road blocks etc.).
  - Road conditions to and in the area of deployment (storm damage, hazards).
  - Driving safety.
- Handling any accidents or injuries to include obtaining medical support, Law Enforcement (and animal control if needed) and documenting the incident.
- Identifying any hazardous conditions with potential impact to the team such as chemical spills, levy

# EVARC Field Operations Guide

breaks, radiological or biological releases, down electrical wires, etc.

- ° Checking credentials of any visitors or walk-in volunteers.
- ° Providing a safety briefing to any operators reporting for relief, i.e., for second operational period.
- ° Inspecting all facilities such as antennas and operating locations for any safety hazards and ordering corrective action,
- ° Notifying the team leader of any accidents, safety hazards or incidents,
- ° Returning accountability ID cards to members and notifying net control of any unaccounted members.

## Member Training Requirements

All members are required to complete the following FEMA on-line courses: IS 100a, 200, 700 and 800 . The courses are available at this web site: <http://training.fema.gov/404.asp?404>;<http://training.fema.gov/EMIWeb/IS/>

Certificates of completion for these courses must be given to the Resource Manager before credentials are issued.

In addition to the the above, it is highly recommended that members complete the ARRL Emcomm class Introduction To Emergency Management 001. This class is available on line.

Additional FEMA classes recommended: 802



# EVARC Field Operations Guide

## Operational Plan

### Frequencies

The Operational Plan follows the Colorado Section ARES and the R3D2 Operational Plan for all frequencies to be used when deployed. The EVARC has established a frequency plan for local use and in this section, R3D2 frequencies will be cross-referenced to our channel numbers.

R3D2 channel	Freq	Offset	CTCSS/PL Tone	System	Function	Location
1	145.115	-	100.0	NCARC	Secondary Ops	Horsetooth Mtn
2	447.275	-	100.0	NCARC	Primary Ops NCS	Horsetooth Mtn'
3	448.025	-	100.0	NCARC	Primary Ops NC	Larimer Co Fairgrounds
4	147.360	+	100.0	CSU	Resource Net	CSU
5	147.195	+	100.0	LRA	Secondary Ops	W Loveland
6	449.575	-	100.0	LRA	Secondary Ops	W Loveland
7	147.625	-	100.0	NCARC	Secondary Ops	Buckhorn Mtn/ SKYWARN
8	447.700	-	100.0	NCARC	Secondary Ops	Buckhorn Mtn/ SKYWARN
9	146.850	-	100.0	NCARC	Secondary Ops	N of Greeley
10	449.850	-	100.0	CSU	Secondary Ops	CSU
11	147.000	+	100.0	WARS	Secondary Ops	W of Greeley
12	448.475	-	100.0	WARS	Secondary Ops	W of Greeley
13	447.450	-	123.0	RBT	Secondary Ops	Horsetooth Ridge
14	449.725	-	127.3	K0OJ	Secondary Ops	UNC
15	146.685	-	123.0	EVARC	Secondary Ops	Estes Park
16	449.800	-	123.0	EVARC	Secondary Ops	Estes Park
17	449.100	-	100.0	W0XYZ	Portable Repeater	Deployable
18	449.425	-	94.8	N0ZUQ	Secondary Ops	Christ Mtn
19	146.940	-	103.5	SKYWARN	PL for regular mode	NCAR 6815'
20	146.940	-	91.5	SKYWARN	PL for severe WX mode	NCAR 6815'
21	145.310	-	88.5	COCONN	Statewide Operations	Squaw
22	146.700	-	100.0	W0DK	Longmont coordination	Table Mesa - L
23	448.900	-	100.0	W0DK	Longmont coordination	Table Mesa - L

# EVARC Field Operations Guide

R3D2 channel	Freq	Offset	CTCSS/PL Tone	System	Function	Location
24	145.115	S			Primary Simplex	
25	146.565	S			Secondary Simplex	
26	147.420	S			Tactical Simplex	
27	147.570	S			Tactical Simplex	
28	445.775	S			UHF Simplex	
29	445.875	S			Secondary Simplex	
30	446.225	S			Tactical Simplex	
31	446.275	S			Tactical Simplex	
32	146.520	S			Nat'l 2m Calling Freq	
33	446.000	S			Nat'l 70cm Calling Freq	
34	145.030	S			Packet W0QEY-1 N0FH-10 for RMS	CSU/Pole Hill
35	145.070	S			Packet RMS Gateway	W0IRA-10
36	145.750	S			R3D2 Packet (no BBS)	
37	145.770	S			R3D2 Packet (no BBS)	
38	144.390	S			National APRS	
39	146.550	S			EVARC 2m Simplex	
40	446.100	S			EVARC 70c Simplex	
41	147.270	+	100.0 Hz	W0ENO	2m	Longmont
42	448.800	-	88.5 Hz	W0ENO	70c	Longmont
43	147.030	+	100.0 Hz	KI0WG	2m	Allenspark
44	146.805	-	100.0 Hz	K0ARK	2m Boulder	Gold Hill
45	146.610	-	100.0 Hz	W0DK	2m	Boulder
46	145.145	-	107.2 Hz	W0CRA	Denver 2m	Squaw Mt
47	145.160	-	107.2 Hz	W0CRA	2m	Colorado Springs
48	145.460	-	107.2 Hz	W0CRA	Boulder 2m	Lee Hill
48	147.225	-	107.2 Hz	W0CRA	Denver 2m	Conifer Mtn
49	447.150	+	107.2 Hz	W0CRA	Denver 2m	Conifer Mtn
50	447.575	-	107.2 Hz	W0CRA	Denver 7c	Squaw Mtn
51	447.975	-	107.2 Hz	W0CRA	Boulder 7c	Lee Hill

## EVARC Field Operations Guide

R3D2 channel	Freq	Offset	CTCSS/PL Tone	System	Function	Location
52	447.975	-	123.0 Hz	W0CRA	Boulder 7c	Lee Hill
53	146.085	+	123.0 Hz	N0FH	EVARC Reverse Repeater VHF	Pole Hill
54	448.800	-	123.0 Hz		EVARC Reverse Repeater UHF	
55	146.085				Simplex EVARC VHF Repeater Input	
56	146.685				Simplex EVARC VHF Repeater Input	
57	444.800				Simplex EVARC VHF Repeater Output	
58	449.800				Simplex EVARC UHF Repeater Input	
58	443.325	S	123.0 Hz		Pinewood Spring Xband	Pinewood FD

# EVARC Field Operations Guide

## Damage Assessment

EVARC/ARES is trained to provide local preliminary damage assessment and situational awareness reporting using ESF-16 guidelines and appropriate forms. Scouts can perform residential, business, and public property inspections by either windshield or street by street surveys.

Damage assessment reporting can use the served agency's forms or the ARES Rapid Assessment Report. For example, the American Red Cross form 5233 can be used for reporting to the Red Cross.

## Message Handling

EVARC/ARES can handle several types of message traffic. When scouts are mobile they will pass messages using tactical voice net protocols. When scouts are located at a fixed facility such as a shelter, they will maintain hard copies of all messages as well as a log. Message forms used will be as required by the supported agency, for example the ICS form 213 General Message form. ARRL Radiogram forms will be used when passing formal numbered traffic over the Colorado Traffic Net and may be used if requested by the Colorado Emergency Services Net NCO.

All messages to any supported agency and any other official traffic will be documented on hard copy or in computer files and will be logged. After stand down, the logs will be turned over to the appropriate agencies and all message copies will be retained for two months.

Caution is required when transmitting traffic over voice nets to insure sensitive information is not disclosed. For example, patient names will not be broadcast. When sensitive information must be transmitted, it will be by digital means.

All exercise traffic will be prefaced by the phrase "Drill traffic, drill traffic, drill traffic". "Exercise" may be substituted for the word drill if requested by the NCO.

Lengthy messages such as lists will be transmitted by Winlink RMS Express. See appendix D for RMS procedures.

## Safety

ALL members will keep safety as their number one priority for any situation. That includes having proper clothing in their go kit for seasonal weather and safe driving at all times. Particular attention is required when moving through areas of debris watching for dangerous items and downed power lines. Special attention is required when encountering HazMat locations. Electrical, wiring, antenna guy ropes and RF safety is especially important when setting up radio sites and antennas. Always THINK SAFETY.

# EVARC Field Operations Guide

## Appendix A: Glossary

AEC - Assistant Emergency Coordinator  
APRS - Automatic Packet Reporting system  
AR - Amateur Radio  
ARC - Amateur Radio Club  
ARES - Amateur Radio Emergency Service  
CDOT - Colorado Department of Transportation  
CTCSS - Continuous Tone Coded Squelch System  
DEC - District Emergency Coordinator  
DHS - Department of Homeland Security  
E-Team - Computer & Digital Radio Operators  
EC - Emergency Coordinator  
EPMC - Estes Park Medical Center  
EVARC - Estes Valley Amateur Radio Club  
FCC - Federal Communications Commission  
FEMA - Federal Emergency Management Agency  
Go Bag - Essential and portable collection of personal items, radio equipment and supporting materials  
HF - High Frequency  
HUTAC - Ham UHF Tactical (frequency)  
HVTAC - Ham VHF Tactical (frequency)  
IAP - Incident Action Plan  
ICS - Incident Command System  
MDEC - Major Disaster Emergency Coordinator  
NCO - Network Control Operator  
NCS - Network Control Station  
NLE - National Level Exercise  
PL - Private Line, also referred to as CTCSS (sub-audible tone)  
RM - Resource Manager  
SEC - Section Emergency Coordinator  
SITREP - Situation Report  
TNC - Terminal Node Controller  
TX - Transmission or Transmit  
UHF - Ultra High frequency  
VHF - Very High frequency  
WebEOC - Crisis / Event Information System  
Winlink - Worldwide system of radio e-mail  
Winmor - Worldlink Message Over Radio

# EVARC Field Operations Guide

## Appendix B: References

Online References:

- Colorado ARES: [www.coloradoares.org](http://www.coloradoares.org)
- Colorado ARES R3D2: [www.coloradoaresr3d2.org](http://www.coloradoaresr3d2.org)
- Colorado ARES R3D2 Comm Plan: <http://coloradoaresr3d2.org/index.php/r3d2/commplan>
- ARES/Field Resources Manual: [www.arrrl.org/shop](http://www.arrrl.org/shop)
- ARES/Clothing: [www.arrrl.gov/shop](http://www.arrrl.gov/shop)
- ARRL/ARES: <http://www.arrrl.org/ares>
- ARRL/Training: [www.arrrl.org/emergency-communications-training](http://www.arrrl.org/emergency-communications-training)
- ARRL/E-letter: [www.arrrl.org/ares-el](http://www.arrrl.org/ares-el)
- FCC-CALLS: [www.wireless2.fcc.gov/UlsWAppp/UlsSearch/searchLicense.jsp](http://www.wireless2.fcc.gov/UlsWAppp/UlsSearch/searchLicense.jsp)
- FEMA/Training: [www.training.fema.gov/EMI/](http://www.training.fema.gov/EMI/)
- FEMA/ICS: <http://www.training.fema.gov/EMIWeb/IS/ICSResource/index.htm>
- FEMA/NIMS: <http://www.fema.gov/national-preparedness/national-incident-management-system>
- FEMA/ESF: [www.fema.gov/pdf/emergency/nrf/nrf-esf-introduction](http://www.fema.gov/pdf/emergency/nrf/nrf-esf-introduction)
- ICS/FORMS: <http://training.fema.gov/EMIWeb/is/ICSResource/icsforms.htm>
- NIFOG: <http://www.dhs.gov/national-interoperability-field-operations-guide>
- POWER POLE- Assembly: [www.powerwerx.com/assembly.asp](http://www.powerwerx.com/assembly.asp)
- REPEATERS: [www.artscipub.com/repeaters/](http://www.artscipub.com/repeaters/)
- WebEOC Manual: [www.gema.ga.gov/content/forms/WebEOCUserManual.pdf](http://www.gema.ga.gov/content/forms/WebEOCUserManual.pdf)
- WINLINK: [www.winlink.org/](http://www.winlink.org/)  
[:www.winlink.org/RMSChannels](http://www.winlink.org/RMSChannels)

NOTE: URL's are subject to change. If the one you are looking for doesn't work, use your favorite search engine using the listed subject.

## Appendix C: ITU Phonetic Alphabet

A – Alfa ( <b>AL</b> FAH)	J – Juliet ( <b>JEW</b> LEE ETT)	S – Sierra (SEE <b>AIR</b> AH)
B – Bravo ( <b>BRAH</b> VOH)	K – Kilo ( <b>KEY</b> LOH)	T – Tango ( <b>TANG</b> OH)
C – Charlie ( <b>CHAR</b> LEE)	L – Lima ( <b>LEE</b> MA)	U – Uniform ( <b>YOU</b> NEE FORM)
D – Delta ( <b>DELL</b> TAH)	M – Mike (MIKE)	V – Victor ( <b>VIK</b> TORE)
E – Echo ( <b>ECK</b> OH)	N – November (NO <b>VEM</b> BERR)	W – Whiskey ( <b>WISS</b> KEY)
F – Foxtrot ( <b>FOX</b> TROT)	O – Oscar ( <b>OSS</b> CAR)	X – X-Ray ( <b>EX</b> RAY)
G – Golf (GOLF)	P – Papa (PAH <b>PAH</b> )	Y – Yankee ( <b>YANG</b> KEY)
H – Hotel (HOH <b>TELL</b> )	Q – Quebec (KEY <b>BECK</b> )	Z – Zulu ( <b>ZOO</b> LOU)
I – India ( <b>IN</b> DEE AH)	R – Romeo ( <b>ROW</b> ME OH)	<b>Bold</b> syllables are emphasized

# EVARC Field Operations Guide

## Appendix D: Go kits

Only you can decide what items need to be in your "Go Kit"! Your radio equipment will determine what accessories, cables, batteries, etc., you may need. The season and weather will dictate what clothes and personal items you should bring. Items that everyone should have are:

- water
- copy of FCC license,
- ARES/EVARC badges,
- drivers license,
- some cash,
- radio manuals,
- this FOG,
- ARES vest or jacket,
- notebook and pens,
- snacks and
- any essential medications you need.

The following items are listed for what you *might* need.

### Radio Equipment:

- Radios with manuals and headphones/headset, additional charged battery packs
- Portable antenna(s) and masts, guy ropes, tent stakes
- Feed-line jumpers ( 3- 4 foot) and coax barrel connectors
- Radio accessory kit including microphone, VSWR meter
- Antenna tuner, key, TNC, SignalInkUSB™, serial/USB adapter
- Power cords and outlet strips, power supply, fuses, HT chargers
- Andersen PowerPoles™, electrical tape, coax seal tape
- Ground rod, ground wire, small generator, extra fuel
- Solar panel, solar controller and deep cycle battery

### Other equipment

- Folding table, chair, paper, pens, forms, notebook
- Lap top computer, portable printer, ink cartridges
- Tool kit, appropriate tools, sledge hammer
- Small fan or heater
- Battery powered desk lamp, flashlights, batteries, cell phone charger
- White board, dry markers, maps, street guide
- Portable AM/FM/Weather radio with batteries
- Tarp, large umbrella, sleeping bag, cooking items
- First Aid Kit, toilet kit, towel, toilet paper, safety glasses
- Waterproof bag, 100MPH tape, VOM/DMM

# EVARC Field Operations Guide

## Cold weather items:

- Blanket (wool or good insulating material)
- Dry Socks (wool or good insulating material)
- Thermal underwear, watch cap to cover ears
- Gloves (mittens preferred)
- Candles or other heat source
- Tarpaulin (Shelter may be needed from snow and wind)
- Waterproof matches
- Extra dry clothes, boots
- High energy food bars
- Water in thermos
- Hand warmer, sun screen, lip balm, ear plugs

## Warm weather items:

- Water (at least a gallon per day)
- Light colored clothing
- Rain pants and jacket with hood
- Wide brim hat, neck scarf
- Waterproof matches
- Insect repellent, net
- Sun screen (SPF 15 minimum)



# EVARC Field Operations Guide

## Appendix E: EPMC Yaesu FT-8800R Cross-Band Repeat Setup

The FT-8800R radio allows the left-side and right-side to be interconnected on different bands and provides the ability to allow low-power stations or stations in locations unable to directly reach an emergency repeater to communicate. The primary caveat is that the lowest power possible should be used to prevent equipment failure.

Setup instructions (usual use configuration listed below to connect Estes Park 2 meter simplex frequency to NCARC Horsetooth UHF repeater used by R3D2 nets.)

- Set left side frequency to 146.550 (channel # 9)
- Set left side power to **LOW**
- Set right side frequency to 447.275 (channel # 7)
- Set right side power as low as possible (button marked "**LOW**")
  - LOW - 5 watts
  - MID2 - 10 watts
  - MID1 - 20 watts

To activate cross-band mode

- Press "**SET**" momentarily. (Unmarked button in the middle)
- Turn MAIN knob (either upper left or right knob) to # 45 (displayed as **XPRT**)
- Press MAIN knob momentarily (displays **XSTART**)
- Press MAIN knob again (will now be in Cross-Band Repeat mode)

To cancel cross-band mode

- Press "**SET**" (Unmarked button in the middle) which exits the mode.

Operationally for use with the R3D2 Thursday training net;

Announce on either EVARC repeater frequency (channel 1 or 2)

QST QST QST this is (**Call Sign**)

We will be setting up Cross Band repeat shortly for those wishing to check into the R3D2 ARES net at 1900 local time.

The ARES net is held on the NCARC repeater 447.275 Mhz or EVARC Channel 6.

We will repeat the net locally on our club Simplex frequency of 146.550 or Channel 9 on your transceiver.

This is (**Call Sign**).

# EVARC Field Operations Guide

## Appendix F: EPMC Winlink (Packet Station) operation guide

1. Turn on PC (on top of radio cabinet laptop). Double-click "RMS Express"
2. Create Message(s)
  1. Select **Message**, then **New Message** (from pull down menu)
  2. Select **To:** and then select Addressee from 'Select Destinations' pop-up
    1. If destination does not appear, select in the field to the right of **To:** and enter desired email address or callsigns
    2. The above step can apply to the **Cc:** field as well
  3. Enter a **Subject:**
  4. Attach any files or documents, if needed. 24KB size limit applies.
3. Select **Post to Outbox**, for each message written.
4. Power on Alinco radio using orange button (upper right corner of radio)
  1. Use large knob to select channel "51" (N0FH-10 RMS gateway on 145.030 MHz)
  2. To enable the TNC, push "**FUNC**", then "**SQL**" which will show a square wave (step pattern) in the upper right of the display.
5. Select Winlink Mode "**Packet WL2K**" (pull down menu to the right of "**Open Session:**"), then click on "**Open Session:**"
6. Press "**Start**" in the Packet Winlink 2000 Session window. Green bar indicates progress during send/receive and there will be lines of program dialog in the large window that will show send/receive progress.
7. Wait for "Disconnected" in the bottom of Session window before Exiting the session.
8. Inbox messages can be selected for
  1. Print
  2. Move to folder
  3. Delete
9. Turn off radio (orange button) and shutdown the PC. It is a good practice to log messages sent and received on an ICS Form 309.

# EVARC Field Operations Guide

## Appendix G: Internet to Cell Phone text instructions

In order to reach via internet (or packet) email the following cellphone carriers with a text message, use the below:

1234567890@ <a href="mailto:1234567890@tmomail.net">tmomail.net</a>	- T-Mobile
1234567890@ <a href="mailto:1234567890@txt.att.net">txt.att.net</a>	- AT&T
1234567890@ <a href="mailto:1234567890@vtext.com">vtext.com</a>	- Verizon

# EVARC Field Operations Guide

## Appendix H: EPMC Visit Information

### Access/Keys

We have access keys to the outside door just South of Prospect Living Center entrance and on the West side of the hospital. The following members have outside door keys:

Key	Name	Address	Home	Business	Mobile	E-mail
1	White, David					
2	Wilcox, Richard					
3	O'Farrell, Dave					
4	Olson, Larry					
5	Bowers, Dave					
6	Tabor, Doug				303-931-237	
7	Bielmaier, Mike					
8	<unassigned>					

David White, 577-1310; Dick Wilcox, 303-823-6589; and David O'Farrell, 577-7372. Contact one of these members if you need access.

### Logs

Please sign the visitor's log by noting date/time and state the purpose of your visit. If you add, modify, repair or remove any equipment, please note it.

### Badges

Wear your EVARC and/or ARES badge and keep it visible while in the hospital.

### Conduct

Please consider yourself as a visitor. Be friendly, courteous, helpful, and caring. It would be prudent to tell the EMS Supervisor or the Emergency Room Receptionist that you will be in the area. This is most important in the evenings, weekends, and on holidays.

Hospital employees are instructed to "challenge" anyone who should not be there.

It is a good idea to wash your hands more frequently than you would at home. If you have a cold or cough, please use a mask (available throughout the hospital).

### HIPAA

Even though you are not a hospital employee or volunteer, please read the following and adhere to this policy:

*While at the Estes Park Medical Center (EPMC) or at any facilities owned or operated by the EPMC, you may have access to protected health information ("PHI") for treatment, payment or healthcare operation purposes as those terms are defined by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") as well as confidential and proprietary information about the EPMC and its business transactions and relationships. This information is confidential, and it shall not be disclosed to anybody inside or outside of the EPMC except to those people who are authorized by law or hospital policy to receive such information. You may not discuss this information with family or friends even if the information is about them. Patients expect the EPMC to keep their medical information confidential and you are expected to respect their rights and abide by applicable laws and hospital policies.*

Example: If you see someone that you recognize wheeled into the x-ray room, you should not be talking about it to anyone (not authorized).

### Contact Information

Director EMS – Mike Bielmaier, 970-277-4440 Desk, 970-290-7576 Cell.

EMS Supervisors - <name>, <name>, & <name>, 970-277-XXXX Desk.

One of the supervisors should be on duty and can handle your questions or requests (i.e. help from facilities personnel or the IT department).