

**OCEAN COUNTY AMATEUR RADIO EMERGENCY SERVICE INC (ARES)
EMERGENCY OPERATING PLAN**

PURPOSE and SCOPE

To provide a standardized set of directions for the members of the Amateur Radio Emergency Services (ARES) in times of emergency or disaster.

To provide a basic operating framework for the ARES of Ocean County.

To provide specific information with respect to Ocean County ARES response to various emergencies.

APPLICABILITY

This plan applies to all members of the Amateur Radio Service, as licensed by the Federal Communications Commission (FCC), and registered in the ARES of Ocean County, New Jersey. This plan also applies to any ARES members from other areas, and other licensed individuals, which may provide assistance to the Ocean County ARES.

This plan supports the ARRL ARES Strategic Plan of 2019 and the SNJ Emergency Operating Plan of 2019.

ORGANIZATION OF THE ARES SYSTEM

The Amateur Radio Emergency Service was formed to provide an alternate means of communications during times of emergency or disaster. This service is one of the primary reasons for the licensing of radio operators in the Amateur Radio Service, as provided under Part 97 of the FCC rules and regulations.

The ARRL has established the ARES as a means of providing this service on a level which supports local, county, and statewide organizations. National and international levels of cooperation are supported and coordinated through the ARRL.

The Ocean County ARES is comprised of licensed operators concerned with providing emergency communications when needed. An operator does not have to be a member of the ARRL to join ARES. In addition, membership in ARES does not require that the operator become a member of any other organization. Members are, however, encouraged to join local clubs and the RACES organization.

The Ocean County ARES staff consists of the EC, all AEC's and any specifically designated operator(s) which will provide special liaison services for the ARES group. The ARES organization is not subdivided into local municipalities to allow maximum flexibility in response. It is also NOT divided along "club boundaries" for the same reason. It should be noted, however, that occasions will arise requiring "local" knowledge; in these cases, every attempt shall be made to utilize "local" operators.

The ARES of Ocean County does not collect dues. It does provide a county-wide organization of operators willing to respond to any number of emergencies. Usage of repeater systems has been generously granted (either verbally or in writing) by the controlling groups. In the event of a problem, the frequency shall be relinquished to the controlling party.

Members are encouraged to provide agreeable solutions to any problems. Problems which cannot be resolved should be brought to the attention of the next higher level of staffing.

ACTIVE MEMBER REQUIREMENTS

To maintain membership as an active member you must complete the ARECC EC-001 Emergency Communications Course or pass the examination certifying that the operator has sufficient knowledge of course EC-001. Emergency Communications courses are periodically offered by the Ocean County EC. All members are encouraged to complete FEMA Independent Study Courses IS-100, IS-200, IS-700 and IS-800, which are related to the Incident Command System and Emergency Communications support.

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OPERATION OF THE OCEAN COUNTY ARES

The ARES system shall have three (3) levels of operation.

- 1) **STANDBY:** The first level of operation is in effect during non-emergency times. No nets are in progress and everyday life takes precedence. Minor problems or localized emergencies, such as traffic accidents, may be handled at this level without activation of the ARES.
- 2) **ALERT:** The second level of operation may be requested in response to a local agency request and is automatically assumed to be in effect during net operations unless otherwise noted. It is also automatically in effect during the following:

Hurricane Force Winds and/or Storm Surge
Forest Fire in Ocean County
Section Emergency Test (SET)

At the Alert level, operators are requested to monitor their local frequencies for possible activation, or to participate in operations for practice. Nets may be established at this level for administration purposes, but should not remain established for greater than one (1) hour. If necessary, a check-in/recheck schedule should be implemented instead of continuous operation. See Net Check/Recheck Procedure on Page 5.

- 3) **ACTIVATION:** The highest level of operation. At least one (1) full-time ARES net is in operation. Members may be operating with, or in support of, other volunteer organizations (such as the Red Cross or Salvation Army), local municipalities, or state and federal emergency management groups (such as the Federal Emergency Management Agency - FEMA). Members may be operating as liaison stations to other ARES or RACES groups or designated communications function (such as MARS, the Military Affiliated Radio System).

Activation shall automatically occur for the following:

Activation of Red Cross Shelters
ANY state of emergency declared at state, county, or municipal level

When activated, members should expect to operate for extended periods (i.e. greater than one hour) and should be prepared to operate in shifts, if necessary.

When activated, members should deploy as directed with the assumption that they must be completely self-sufficient. This means all necessary equipment, tools, food, clothing, etc., should either be brought with the operator or by another member of a team.

It should be noted that above all, **FLEXIBILITY** in operation should remain as a top priority for all radio operators. Training and drills may only cover a small number of the problems which may occur during "the real thing." Operational capabilities on more than one band or mode, or the ability to operate without commercial power for extended periods tend to become necessary features of radio operators in communication emergencies.

HOWEVER, this does not mean an operator without some, or all, of these capabilities would be unusable. Operators may be teamed up with others, or work in shifts to enable around-the-clock operations.

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OCEAN COUNTY ARES NET OPERATION

The Ocean County ARES holds regularly scheduled net sessions for the training of its membership. The net is also used for the exchange of information with respect to emergency management and amateur radio. The net will also handle message traffic into and out of the Ocean County area.

The ARES net is held every Wednesday, unless previously scheduled otherwise to avoid operations during holiday periods. The net commences at 2030 hours (8:30 p.m. local time) and lasts for approximately 30 minutes. The net is held each first and third Wednesday on the Secondary North Repeater and each second and fourth Wednesday on the Primary North Repeater.

If prior to or during a net the repeater is found to be inoperable, the following procedure should be followed:

IF The repeater is not responding to input signals and the output frequency is clear of interference:

THEN The net control station should start or continue the net on the output frequency (simplex) of the repeater with the appropriate PL. The net control station will probably have to increase power to reach as many stations as possible. If all stations cannot be reached, operations should be moved to an alternate repeater frequency. An attempt to relay this information to stations out of range of the net control station should be made as required by adjacent stations. At least one station will be designated to remain on the original repeater output frequency for at least 10 minutes to direct future traffic to the proper frequency.

IF The repeater output is activated as a silent dead carrier or would otherwise cause interference to a station attempting to transmit on the repeater output frequency:

THEN The net control station and all other stations should transfer operations to the PRIMARY FM simplex frequency. The net control station will probably have to increase power to reach as many stations as possible. If all stations cannot be reached, operations should include required relays to reach as many stations as possible.

Common sense must prevail in these types of situations. If the net is not found on the Primary repeater or primary FM simplex frequencies, then the secondary frequencies should be investigated for activity.

In the event of a major disaster, net operations may require the use of additional repeaters and bands. Follow the directions of the NCS. The NCS may need multiple nets to get established, each having its own NCS with a liaison station assigned for coordination with the main Ocean County net.

It is recommended that all operators become familiar with the net call-up procedural guidelines (on the following page). Stations assigned as liaisons should have the ability to rapidly shift frequencies to provide quick information transfers between nets. Liaison stations should also have a working knowledge of the nets to which they are assigned.

For multiple nets, the following guidelines are provided:

1. The primary Ocean County net becomes an administrative net for ARES staff and liaison stations.
2. At least one net should be set up for message handling.
3. At least one net should be set up to support shelter operations and provide secondary communications for the shelters.
4. At least one tactical net should be established at the scene of the disaster to provide timely reports and provide back-up communications for vital requests.

**OCEAN COUNTY AMATEUR RADIO EMERGENCY SERVICE INC (ARES)
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DEFINITIONS

ARRL: The American Radio Relay League (ARRL) is a nation-wide organization of amateur radio operators and like-minded individuals, dedicated to “the promotion and advancement of the radio art.” It is also the United States representative in the International Telecommunications Union. The “League” also provides many services for its membership, including the support of the Field Services Division which contains the Amateur Radio Emergency Service.

ARES: The Field Service organization of the ARRL devoted to providing communications on a voluntary basis during disasters and emergencies. Communication may be provided on any frequencies designated for the Amateur Radio Service, as authorized within the class of license held by the individual operators.

RACES: The Radio Amateur Civil Emergency Service (RACES) is a registered group of licensed operators, Technician Class or higher and 18 years of age or older, operating on specifically assigned frequencies under the direction of specified government bodies. In New Jersey, the Attorney General’s Office has assigned the State Police as the Emergency Management governing body. RACES operation is very structured, being specified in FCC Part 97 and the New Jersey Statewide RACES Plan. Local planning may also apply.

IMPORTANT NOTE: If RACES has been activated, it shall be given complete control of ALL frequencies as required. ARES shall assist RACES only if directed to do so by competent authority.

EMERGENCY: An event where additional communications are needed to assist or protect the general public; however, the event is controllable at the local or county level (e.g. forest fire).

DISASTER: An event where communications are required for an extended period, where primary communications have been lost or are overloaded. Disasters are not dealt with locally, and outside assistance is usually requested (e.g. hurricane).

SKYWARN: An emergency organization of concerned citizens, including radio operators, trained in severe weather spotting and reporting (initially used for tornado early warning nets) by the National Weather Service.

NCS: The Net Control Station (NCS) is the operator responsible for the proper operation and control of any net to which that operator has been assigned. This operator is also responsible for assigning liaison stations as needed.

TRAFFIC: Any message, whether formal or informal, handled via amateur radio frequencies. Usually, message formats for formal traffic will follow the guidelines established by the ARRL to maintain uniformity.

SEC: The Section Emergency Coordinator (SEC) is the individual appointed by the Field Services Section Manager (SM) to coordinate the ARES members for the entire section. The Southern New Jersey (SNJ) section consists of the following counties:

ATLANTIC	BURLINGTON	CUMBERLAND
CAPE MAY	CAMDEN	GLOUCESTER
OCEAN	MERCER	SALEM

DEC: The District Emergency Coordinator (DEC) is an individual appointed by the SEC to oversee specific emergency concerns, assist the SEC, and/or coordinate a specific number of Emergency Coordinators. In SNJ, one DEC is appointed to coordinate SKYWARN activities within the section and to act as a liaison to the National Weather Service. Liaison stations to other communication groups, such as the MARS and CAP, are also appointed as DEC’s.

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EC: The Emergency Coordinator (EC) is the individual appointed by the SEC to coordinate ARES members in a given jurisdiction. In the SNJ section, each county has one EC assigned to coordinate ARES activities in each county.

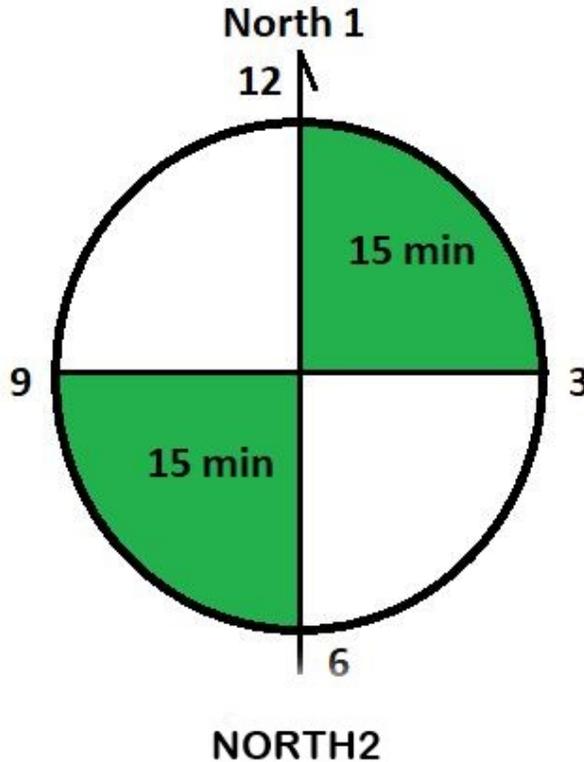
AEC: The Assistant EC is an individual appointed by the EC to act as their assistant in all matters (or as directed), and act as the EC in their absence. The AEC may also be assigned as a specific liaison or used to coordinate ARES functions within smaller defined areas as directed by the EC.

Net Check/Recheck Procedure

During an ALERT condition, rather than activating nets for 24-hour periods, the following procedure shall be used:

At the hour of 0600, 0900, 1200, 1500, 1800 and 2100, ARES Leadership shall man the NORTH1 Repeater (449.825 MHz) for 15 minutes and distribute important information and make available the opportunity for operators to inquire about conditions. ARES Leadership shall log all contacts on an ICS-309 form and submit to the EC for record keeping.

At the half-hour of 0630, 0930, 1230, 1530, 1830 and 2130, ARES Leadership shall man the NORTH2 Repeater (145.170 MHz) for 15 minutes and distribute important information and make available the opportunity for operators to inquire about conditions. ARES Leadership shall log all contacts on an ICS-309 form and submit to the EC for record keeping.



**OCEAN COUNTY AMATEUR RADIO EMERGENCY SERVICE INC (ARES)
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TRAINING NET OPERATING PROCEDURE

This is <CALLSIGN> calling the Ocean County ARES Net. Calling the Ocean County ARES Net. Calling the Ocean County Amateur Radio Emergency Service Net. This is <CALLSIGN IN PHONETICS>. My name is <FIRST NAME> and I'm located in <TOWN>, New Jersey. This is a directed net. Stations should not break the net unless they have an emergency situation or have priority traffic. Stations with such traffic, please call now.

[OK - recognize] or [Hearing none]

Are there any stations with routine traffic, stations with traffic and traffic only? Please call now.

[OK – recognize] or [Hearing none]

This is <CALLSIGN> for the Ocean County ARES Net looking for check-ins with or without traffic. You need not be a member of ARES to participate. All participating stations are reminded to keep a list of all check-ins which includes the callsign and name of each operator. Additionally, participating stations should frequently check the repeater input frequency for any stations which may not key the repeater and relay this info to net control when requested.

When checking in please use the following procedure. First, key the repeater and say THIS IS, then let the repeater drop and ensure there is no one else talking. If clear, key up again and state your **callsign, name, location**, and your **source of power** (commercial, battery, generator, solar, etc). Please use phonetics when first announcing your callsign so all stations can accurately record it.

Any mobile station interested in joining the net, please call now.

OK – Recognize (list stations). Any more mobile check-ins?

Any station with a callsign beginning with “A”, please call now.

OK – Recognize (list stations). Any more “A” check-ins?

Any station with a callsign beginning with “K”, please call now.

OK – Recognize (list stations). Any more “K” check-ins?

Any station with a callsign beginning with “N”, please call now.

OK – Recognize (list stations). Any more “N” check-ins?

Any station with a callsign beginning with “W”, please call now.

OK – Recognize (list stations). Any more “W” check-ins? Any relays?

Any station interested in joining the net, no matter what prefix, please call now.

OK – Recognize (list stations). Any more check-ins? Any relays?

[Conduct training and other business asking each station if they have anything for the net. Give priority to mobile stations]

This has been the regularly scheduled session of the Ocean County ARES Net. Thanks to all that checked in and contributed to the net. Thanks to the:

[Ocean County ARES for allowing us to use the WA2RES repeater]

Or

[835 Users Group and Office of Emer Management for allowing us to use the WU2E repeater]

Or

[N2NF for allowing us to use the N2NF repeater]

This is <CALLSIGN> closing the ARES Net on or about _____ hours.

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<CALLSIGN> Out.

EMERGENCY NET CALL UP

“This is (callsign). Attention all stations on frequency. Please stand by for emergency traffic. Attention all stations on frequency. Please stand by for emergency traffic. This is (a drill / an actual emergency). This is (callsign).”

Wait 5 to 10 seconds

“Attention all stations on frequency. This is (callsign), net control station for the Ocean County ARES net. This is (a drill / an actual emergency). This is a directed net. All stations not connected with the emergency are asked to please stand by. All member stations are asked to stay on frequency until the close of the net. Please give your current availability status when you are polled during roll call.”

Wait 5 to 10 seconds

“The communications services of the ARES Team is requested by (requesting agency). There is (very brief description and location of the incident). All stations stand by for roll call.”

Follow a roll call of active members from the OCEAN COUNTY ARES ROSTER, noting status of each member checking in. Give a second call for late or missed members, but take no visitors. The AEC, EC, DEC and/or SEC will be copying down the status of each member as the net progresses.

Following the roll call, the AEC, EC, DEC or SEC will take over the net and direct the appropriate resources to their assigned locations. They may also request some people on the net to telephone others on frequency if added personnel are required.

EMERGENCY NET CLOSURE

Net Control reassumes control of the net.

“This is (callsign). I would like to thank all stations for participating in the net. This repeater is now returned to normal operation. (callsign) clear.”

MESSAGE HANDLING PROTOCOL

When sending a formal written message or tactical voice message, a “Time Stamp” is desired to be transmitted to ensure all operators correctly log the event. Twenty four (24) hour format is to be used in local time. If operator “A” is sending a message to operator “B”, then operator “A” would end with **“message complete, time 1414 hours”** if the time was 2:14 PM local time. If operator “A” omits the time, it can be simply stated by Net Control.

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OCEAN COUNTY RED CROSS SHELTERS

A radio operator MUST contact the Shelter Manager, when arriving at a shelter to provide communications support. The Shelter Manager or his/her designee, is the ONLY person authorized to issue traffic to radio operators. This is an important concept to avoid non-essential traffic from congesting the emergency frequencies and to maintain the chain-of-command.

Essentially, any school can be used as a shelter that has backup power generator(s).

The preferred method of passing Red Cross traffic is via the Ocean County VARA FM network on 145.010 MHz. This utilizes Winlink Express software and VARA FM. Digipeaters WA2RES-14 in Barnegat and WA2RES-15 in Berkeley cover all of Ocean County and enable connection to RMS Stations in Ocean, Atlantic and Burlington Counties (See frequency list on next page).

The proper method of originating and passing Red Cross traffic is outlined in “Winlink Procedure for Red Cross Agency Prepared Forms” and is attached to this plan. This method keeps Red Cross traffic secure from those outside the Red Cross Agency structure.

Ocean County Red Cross traffic is sent to the Tinton Falls District, W2GSA. Specific Winlink addresses will be provided by the Ocean County EC to shelter operators.

Shelter operators should maintain logs on ICS-214 (Activity Log) and ICS-309 (Communications Log). Any Winlink Express activity is recorded automatically by Winlink and can be extracted for specific date(s) and times.

OCEAN COUNTY MUNICIPAL AGENCY COMMUNICATIONS

Ocean County ARES operators may also assist agencies with communications during emergencies or disasters. All agencies use the Incident Command System (ICS) for message traffic and like Red Cross shelters, there is a strong desire to keep traffic secure from those outside the agency.

As is with the Red Cross, Winlink is the preferred method of passing traffic via the VARA FM network. The proper method of originating and passing ICS traffic is outlined in “Winlink Procedure for Agency ICS Prepared Forms” and is attached to this plan.

Operators should maintain logs on ICS-214 (Activity Log) and ICS-309 (Communications Log). Any Winlink Express activity is recorded automatically by Winlink and can be extracted for specific date(s) and times.

Normally the agency being assisted will inform the operator of where to address the traffic. With Winlink this can be email and Winlink specific addresses.

OCEAN COUNTY AMATEUR RADIO EMERGENCY SERVICE INC (ARES)
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ARES OPERATING FREQUENCIES

PRIMARY

PRIMARY – NORTH REPEATER:

449.825 MHz output, 444.825 MHz input, PL of 131.8 – FM and C4FM,
WA2RES Repeater located in Toms River. **Tactical ID – NORTH1**

PRIMARY – SOUTH REPEATER:

146.700 MHz output, 146.100 MHz input, PL of 192.8 – FM and C4FM, N2NF
Repeater located in Tuckerton. **Tactical ID – SOUTH1**

PRIMARY – 2 METER FM SIMPLEX:

146.430 MHz, FM. **Tactical ID – TAC1**
146.505 MHz, FM. **Tactical ID – TAC2**

PRIMARY – 70 cm FM SIMPLEX:

445.950 MHz, FM. **Tactical ID – TAC5**
445.975 MHz, FM. **Tactical ID – TAC6**

PRIMARY – HF SSB VOICE:

3.9700 MHz, LSB. **Tactical ID – 801**
7.2300 MHz, LSB. **Tactical ID – 401**
28.355 MHz, USB. **Tactical ID – 101**

PRIMARY – HF DIGITAL:

3.5845 MHz, USB. **Tactical ID – 801D**
7.1200 MHz, USB. **Tactical ID – 401D**
28.118 MHz, USB. **Tactical ID – 101D**

PRIMARY – VHF/UHF DIGITAL:

WL2K: VARA FM, Wide or Narrow Mode, 145.010 MHz Simplex, WX2NJ-10
(EMCOMM). **Tactical ID – WNLK**

WL2K: VARA FM Digipeater, Wide or narrow Mode, WA2RES-15, 145.010 MHz
Simplex, Berkeley Police Tower. **Tactical ID – WA2RES-15.**

WL2K: Mobile VARA FM Digipeater, Wide or narrow Mode, WA2RES-4, 145.010
MHz Simplex, Red Unit. **Tactical ID – SNJOCRED.**

D-STAR: 445.36875 MHz output, 440.36875 MHz input, WA2RES B, Berkeley
Police Tower, Not linked. **Tactical ID – DSTAR**

C4FM: 446.9750 MHz output, 441.9750 input, WA2RES/R in Harvey Cedars,
linked to SCERN via Internet Openspot in DN only. **Tactical ID – SCERN**

DMR: 441.1500 MHz output, 446.1500 input, TGIF Area 609 Talk Group, Color
Code 1, Time Slot 2, KA2DMR/R in Lacey. **Tactical ID – DMR1**

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SECONDARY

SECONDARY – NORTH REPEATER:

145.170 MHz output, 144.570 MHz input, PL of 131.8 – FM and C4FM,
WA2RES Repeater located in Lacey. **Tactical ID – NORTH2**

SECONDARY – SOUTH REPEATER:

146.835 MHz output, 146.235 MHz input, PL of 127.3, WU2E Repeater located
in Manahawkin. **Tactical ID – SOUTH2**

SECONDARY – SHORE REPEATER:

446.9750 MHz output, 441.9750 MHz input, PL of 131.8 – FM, WA2RES Rptr
located in Harvey Cedars (No Internet link in FM). **Tactical ID – SHORE**

SECONDARY – APRS SIMPLEX:

144.390 MHz. Digipeater TOMRVR located in Toms River, WA2RES. **Tactical ID
– APRS**

144.390 MHz. Digipeater CHATSW located in Chatsworth, WA2RES. **Tactical ID
– APRS**

SECONDARY – VHF/UHF DIGITAL:

WL2K: VARA FM Digipeater, Wide or narrow Mode, WA2RES-14, 145.010 MHz
Simplex, Barnegat Tower. **Tactical ID – WA2RES-14.**

WL2K: Mobile VARA FM Digipeater, Wide or narrow Mode, WA2RES-5, 145.010
MHz Simplex, Blue Unit. **Tactical ID – SNJOCBLUE.**

DMR: 446.7250 MHz output, 441.7250 input, TGIF Area 609 Talk Group, Color
Code 1, Time Slot 2, N2MRH/R in Barnegat. **Tactical ID – DMR2**

SECONDARY – 2 METER FM SIMPLEX:

147.405 MHz, FM. **Tactical ID – TAC3**

147.565 MHz, FM. **Tactical ID – TAC4**

SECONDARY – 70 cm FM SIMPLEX:

446.025 MHz, FM. **Tactical ID – TAC7**

446.050 MHz, FM. **Tactical ID – TAC8**

SECONDARY – HF SSB VOICE:

3.9965 MHz, LSB. **Tactical ID – 802**

7.2640 MHz, LSB. **Tactical ID – 402**

28.347 MHz, USB. **Tactical ID – 102**

SECONDARY – HF DIGITAL:

3.5830 MHz, USB. **Tactical ID – 802D**

7.0640 MHz, USB. **Tactical ID – 402D**

28.121 MHz, USB. **Tactical ID – 102D**

WINLINK PROCEDURE FOR RED CROSS AGENCY PREPARED FORMS



By WX2NJ

Revision History

10/7/2023	Revision 0	Initial release for SET 2023
11/5/2023	Revision 1	Page 2, Setup, folder name

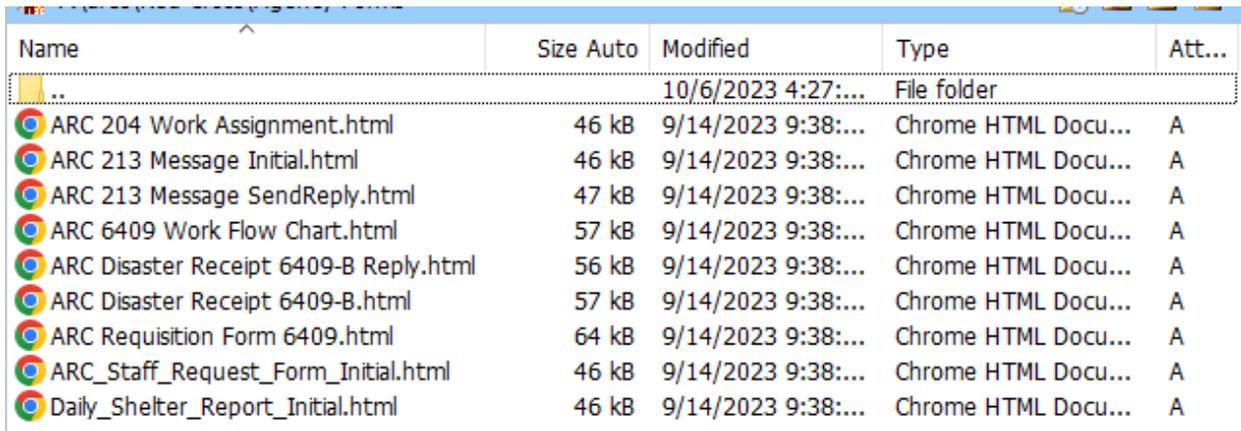
WINLINK PROCEDURE FOR RED CROSS AGENCY PREPARED FORMS

This document explains how to setup a stand alone computer used by the Red Cross (normally Shelter Manager), non-amateur radio operator, who needs to send messages via the Winlink amateur radio email system. This setup will allow them to fill out the form and give it to the radio operator for transmission. All that is needed is a USB flash drive and these instructions.

SETUP

Create a new folder on your desktop with whatever name you choose.

Navigate to the standard templates folder for Winlink Express (normally installed in a folder "RMS Express"). Open Standard Templates and select the ARC Forms folder. Copy the following files to the folder you created on the desktop:



Name	Size Auto	Modified	Type	Att...
..		10/6/2023 4:27:...	File folder	
ARC 204 Work Assignment.html	46 kB	9/14/2023 9:38:...	Chrome HTML Docu...	A
ARC 213 Message Initial.html	46 kB	9/14/2023 9:38:...	Chrome HTML Docu...	A
ARC 213 Message SendReply.html	47 kB	9/14/2023 9:38:...	Chrome HTML Docu...	A
ARC 6409 Work Flow Chart.html	57 kB	9/14/2023 9:38:...	Chrome HTML Docu...	A
ARC Disaster Receipt 6409-B Reply.html	56 kB	9/14/2023 9:38:...	Chrome HTML Docu...	A
ARC Disaster Receipt 6409-B.html	57 kB	9/14/2023 9:38:...	Chrome HTML Docu...	A
ARC Requisition Form 6409.html	64 kB	9/14/2023 9:38:...	Chrome HTML Docu...	A
ARC_Staff_Request_Form_Initial.html	46 kB	9/14/2023 9:38:...	Chrome HTML Docu...	A
Daily_Shelter_Report_Initial.html	46 kB	9/14/2023 9:38:...	Chrome HTML Docu...	A

Copy the desktop folder to a USB drive. The USB drive can then be used to transfer the folder to the desktop of the Red Cross computers of the person(s) who will be generating the forms.

Use by the Message Preparer

The user's computer must have an Internet browser installed. Copy the folder created above to the desktop of the user's computer. Open the folder and double-click on file for the form you want to use. The form should open in the browser.

WARNING

DO NOT COPY AND PASTE FROM ANY DOCUMENT OTHER THAN WINDOWS NOTEPAD

OTHERWISE TEXT CONTROL CODE MAY BE COPIED AND WILL ADD TO FILE SIZE

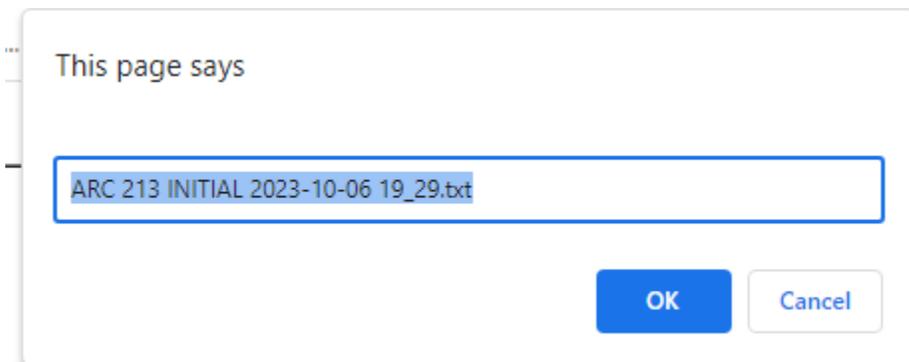
Fill out the form with the required information. When done, save the form by clicking on the Save Data button. The form will name the created file with the form title, date and time, and it will be saved to the browser's save location. This is most often the "Downloads" folder, but the browser's options can be set to save to the desktop, which is preferred.

WINLINK PROCEDURE FOR RED CROSS AGENCY PREPARED FORMS

Copy the completed form file from the desktop or downloads folder to a USB drive to give to the radio operator. This can be the same drive as the one with the forms or another one.

Shown below is the form for the ARC 213 General Message. All the ARC forms are basically displayed in the same format and data is saved in the same manner.

 American Red Cross	ARC 213 General Message	
Load ARC 213 INITIAL Data		Form Instructions
Red Cross DR#: <input type="text" value="IF KNOWN"/>	Incident Name: <input type="text"/>	Message#: <input type="text" value="SUGGESTED"/>
Precedence: <input style="border: none; border-bottom: 1px solid black; background: none; padding: 0 5px;" type="text" value="Routine"/> ▼		
To (Name/Position): <input type="text"/>		
From (Name/Position): <input type="text"/>		
Subject: <input type="text"/>	Date: <input type="text" value="2023-10-06"/>	Time: <input type="text" value="19:29"/>
Message: <div style="border: 1px solid black; padding: 5px; min-height: 100px;">Be Brief and Concise</div>		
Approved by: <input type="text"/>	Position / Title: <input type="text"/>	
Save ARC 213 Initial Data	Reset Form	Version ARC 213 1.6



WINLINK PROCEDURE FOR RED CROSS AGENCY PREPARED FORMS

WINLINK PROCEDURE FOR RED CROSS AGENCY PREPARED FORMS

Use by the Radio Operator

Insert the USB drive with the completed form document(s) into the computer.

Launch Winlink Express.

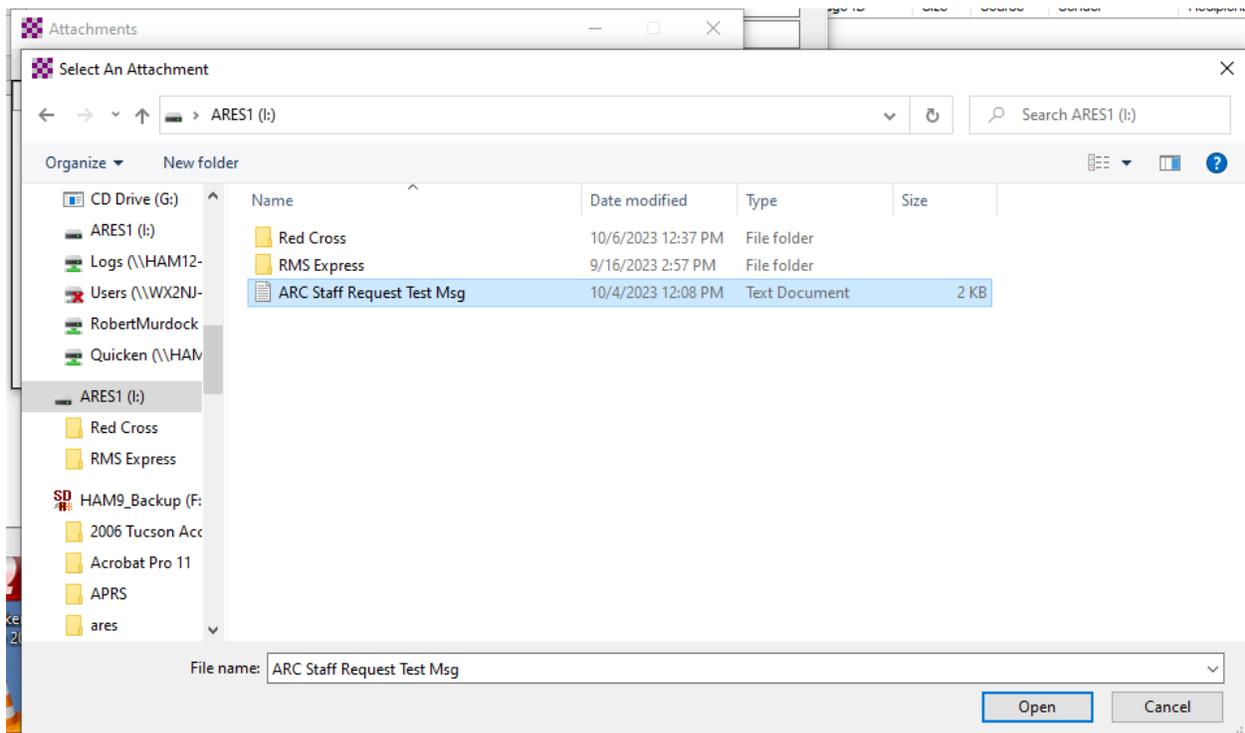
Click on Message, New Message. Enter address going to.

Click on Attachments, Add and select message to be sent by highlighting and click on open.

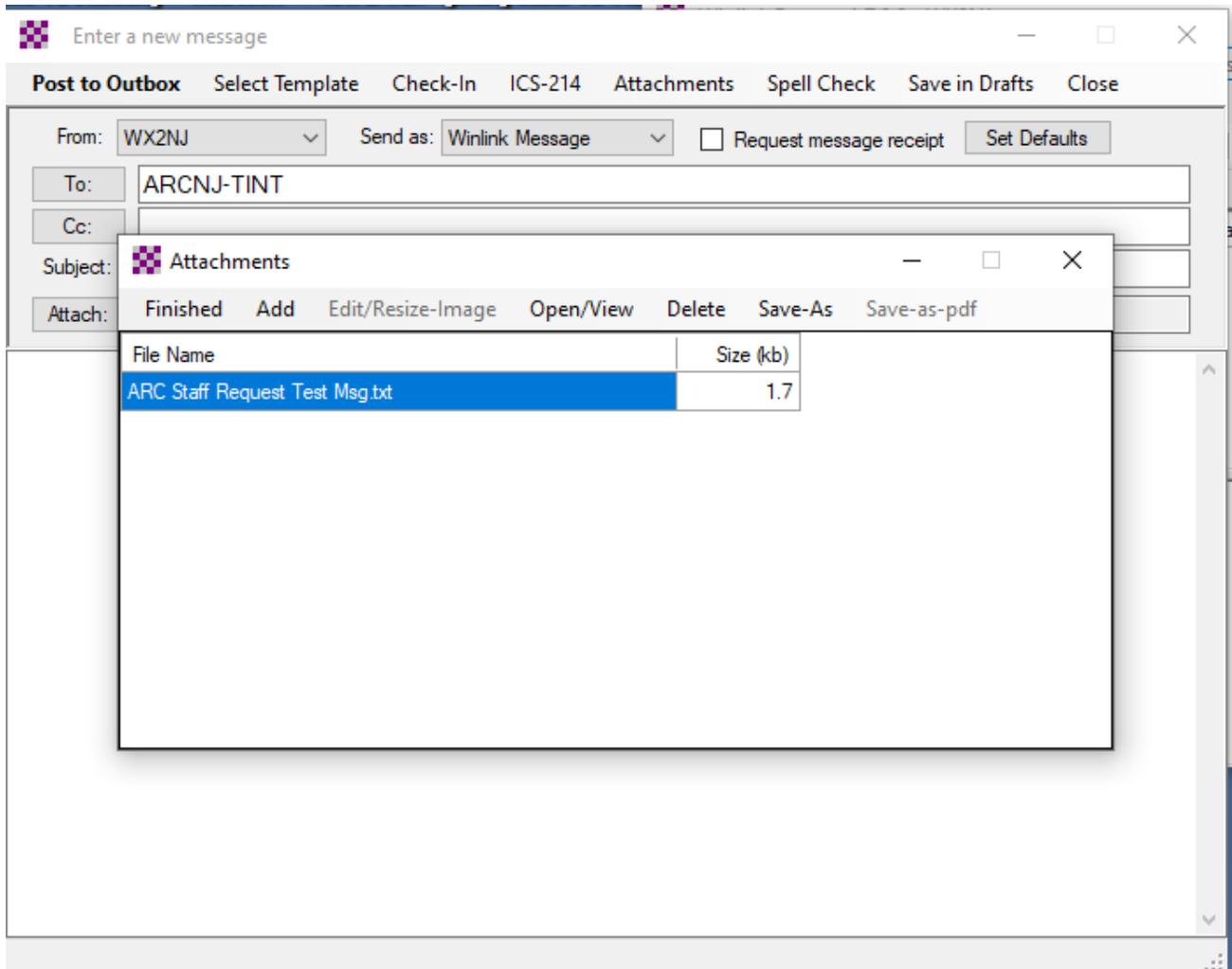
Add any other messages. If none, click on Finished.

Copy attachment name(s) to Subject and post to outbox.

Open desired session and send as you normally would in Winlink Express.



WINLINK PROCEDURE FOR RED CROSS AGENCY PREPARED FORMS



WINLINK PROCEDURE FOR RED CROSS AGENCY PREPARED FORMS

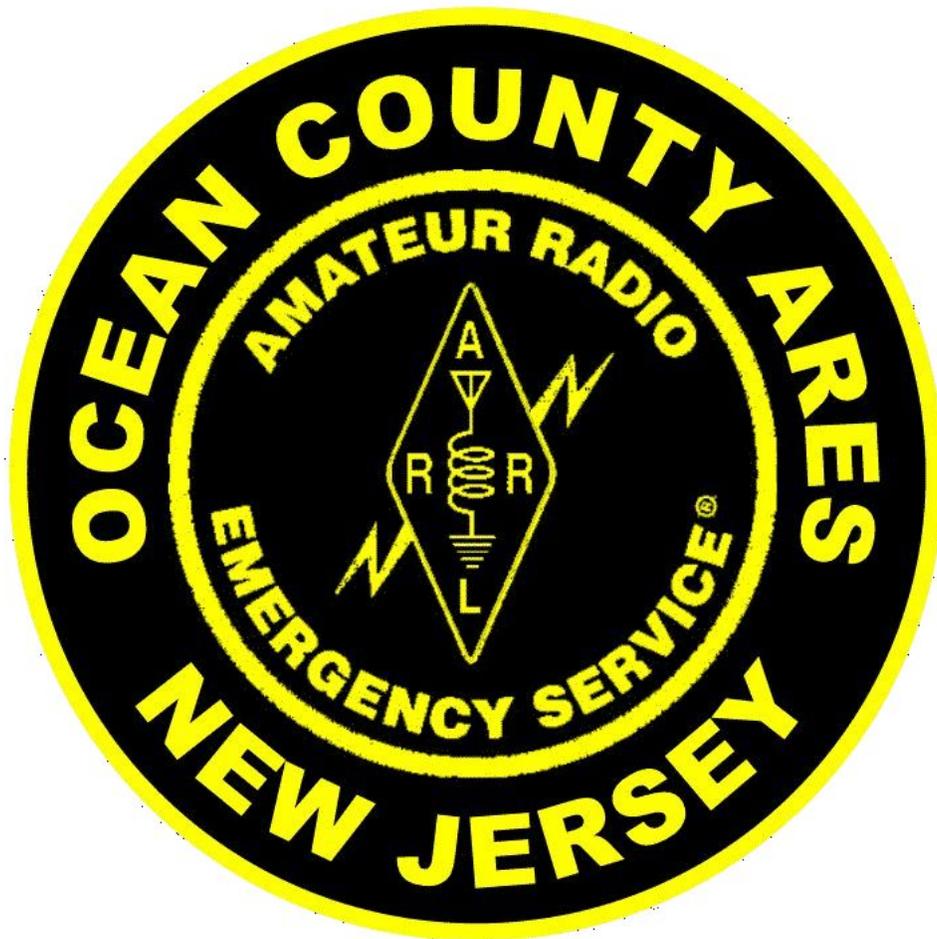
The screenshot shows a software window titled "Enter a new message" with standard window controls (minimize, maximize, close) in the top right corner. Below the title bar is a menu bar with the following items: "Post to Outbox", "Select Template", "Check-In", "ICS-214", "Attachments", "Spell Check", "Save in Drafts", and "Close".

The main area of the window contains a form for composing a message:

- From:** A dropdown menu showing "WX2NJ".
- Send as:** A dropdown menu showing "Winlink Message".
- Request message receipt
-
- To:** A text field containing "ARCNJ-TINT;".
- Cc:** An empty text field.
- Subject:** A text field containing "ARC Staff Request Test Msg".
- Attach:** A text field containing "ARC Staff Request Test Msg.txt".

Below the form fields is a large, empty text area for the message body, with a vertical scrollbar on the right side. At the bottom right corner of the window, there is a small icon representing a help or settings menu.

WINLINK PROCEDURE FOR AGENCY ICS PREPARED FORMS



By WX2NJ

Revision History

10/7/2023	Revision 0	Initial release for SET 2023
11/4/2023	Revision 1	Page 2, Setup, folder name

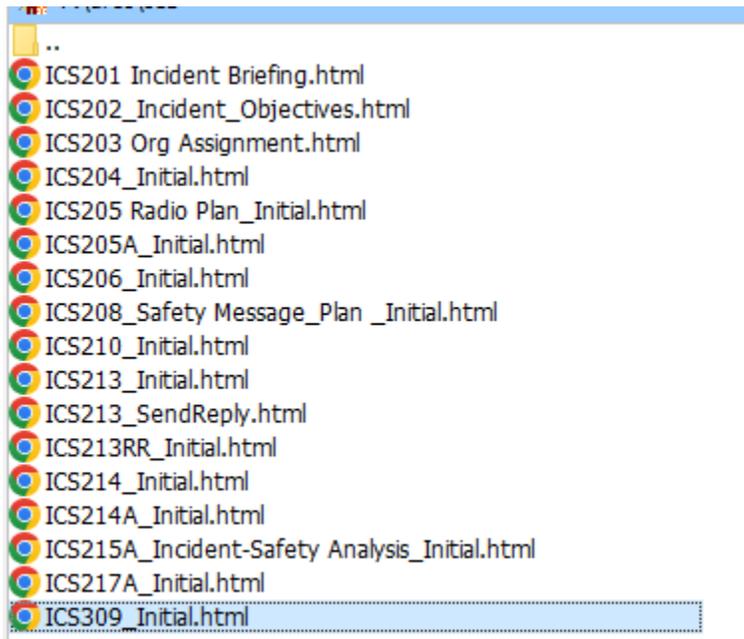
WINLINK PROCEDURE FOR AGENCY ICS PREPARED FORMS

This document explains how to setup a stand alone computer used by an agency, non-amateur radio operator, who needs to send ICS messages via the Winlink amateur radio email system. This setup will allow them to fill out the form and give it to the radio operator for transmission. All that is needed is a USB flash drive and these instructions.

SETUP

Create a new folder on your desktop with whatever name you choose.

Navigate to the standard templates folder for Winlink Express (normally installed in a folder “RMS Express”). Open Standard Templates and select the ICS USA Forms folder. Copy the following files to the folder you created on the desktop:



Copy the desktop folder to a USB drive. The USB drive can then be used to transfer the folder to the desktop of the agency computers of the person(s) who will be generating the forms.

Use by the Message Preparer

The user’s computer must have an Internet browser installed. Copy the folder created above to the desktop of the user’s computer. Open the folder and double-click on file for the form you want to use. The form should open in the browser.

WARNING

DO NOT COPY AND PASTE FROM ANY DOCUMENT OTHER THAN WINDOWS NOTEPAD

OTHERWISE TEXT CONTROL CODE MAY BE COPIED AND WILL ADD TO FILE SIZE

WINLINK PROCEDURE FOR AGENCY ICS PREPARED FORMS

Use by the Radio Operator

Insert the USB drive with the completed form document(s) into the computer.

Launch Winlink Express.

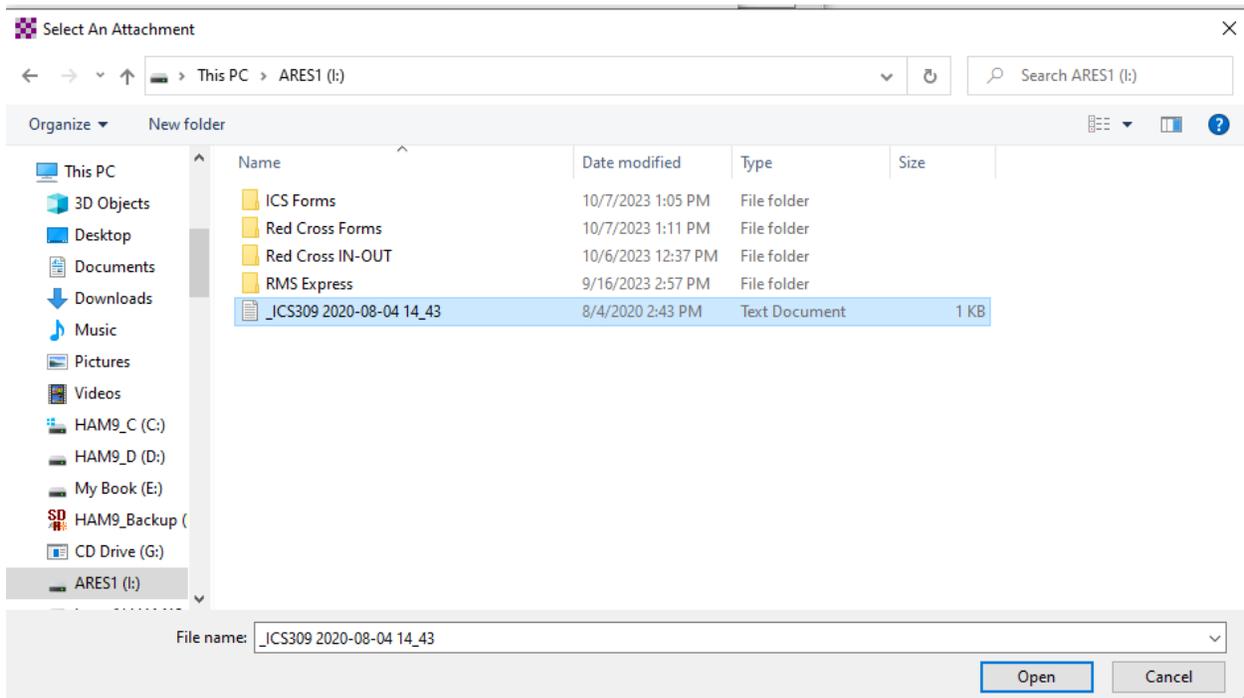
Click on Message, New Message. Enter address going to.

Click on Attachments, Add and select message to be sent by highlighting and click on open.

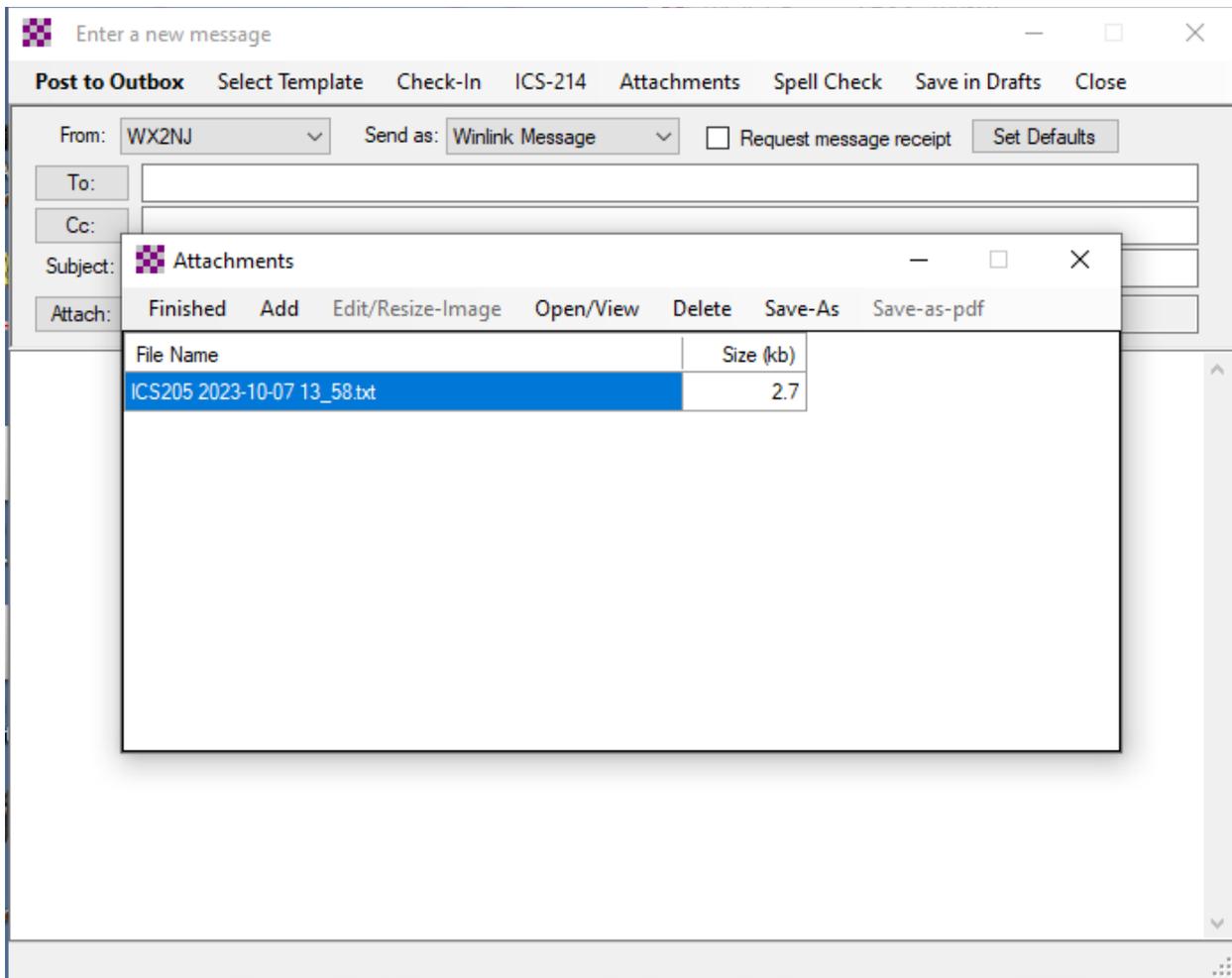
Add any other messages. If none, click on Finished.

Copy attachment name(s) to Subject and post to outbox.

Open desired session and send as you normally would in Winlink Express.



WINLINK PROCEDURE FOR AGENCY ICS PREPARED FORMS



WINLINK PROCEDURE FOR AGENCY ICS PREPARED FORMS

Enter a new message

Post to Outbox Select Template Check-In ICS-214 Attachments Spell Check Save in Drafts Close

From: WX2NJ Send as: Winlink Message Request message receipt Set Defaults

To: WA2RES

Cc:

Subject: ICS205 2023-10-07 13_58

Attach: ICS205 2023-10-07 13_58.txt