



# **Sherburne County**

**Amateur Radio Emergency Service**

**Emergency Response Plan**

**Revised June 8, 2006**



## **Serving the greater Elk River area and Sherburne County, Minnesota**

The Sherburne County Amateur Radio Emergency Service (ARES) Emergency Response Plan (ERP) provides the basis for a fast and coordinated response to a major emergency/disaster within Sherburne County.

The original edition of this plan was developed in February, 2006; and the most recent revision was completed on June 8, 2006.

This plan is designed to complement the current city, county and state Emergency Operations Plans that are in place.

This plan is reviewed and updated annually, and changes are noted on the plan's Record of Revision page (page v).

Inquiries about this plan should be directed to:

Sherburne County ARES Emergency Coordinator

Daniel L. Shartle, N0JHU  
22985 147th Street NW  
Elk River, MN 55330-9552

Phone	(763) 274-4065
Alt.	(763) 441-6430
E-mail	<a href="mailto:n0jhu@arrl.net">n0jhu@arrl.net</a>
Internet	<a href="http://www.shercoares.com">http://www.shercoares.com</a>

# TABLE OF CONTENTS

---

	PAGE
TABLE OF CONTENTS .....	i
VERIFICATION OF PLAN APPROVAL .....	iii
RECORD OF REVISION .....	v
<b>BASIC PLAN</b>	
I. REASON FOR PLAN .....	BP-1
II. PURPOSE AND OBJECTIVES OF PLAN .....	BP-1
III. ORGANIZATION OF PLAN.....	BP-1
IV. LEGAL BASES AND REFERENCES.....	BP-2
V. ARRL ORGANIZATION .....	BP-3
VI. ARES ORGANIZATION.....	BP-3
VII. SHERBURNE COUNTY ARES ORGANIZATION .....	BP-3
VIII. ACTIVATION.....	BP-3
IX. DUTIES OF THE NET CONTROL STATION .....	BP-4
X. OPERATIONS .....	BP-4
XI. DRILLS, TESTS AND ALERTS.....	BP-5
XII. CLARIFICATIONS.....	BP-5
<b>ANNEXES</b>	
1. WARNING AND NOTIFICATION.....	AN-1
2. NET CONTROL .....	AN-3
3. ID CARDS.....	AN-4
4. TRAINING, EXERCISES and DRILLS .....	AN-6
5. COMMUNICATION PROTOCOLS .....	AN-8
6. APPLICATION PACKAGE .....	AN-10
<b>APPENDICES</b>	
A. EMERGENCY PREPAREDNESS TRAINING .....	TAB A

## TABLE OF CONTENTS

---

B.	SUPPLEMENTARY IMPLEMENTATION PROCEDURES.....	TAB B
C.	LISTING OF LETTERS OF AGREEMENT AND MEMORANDA OF UNDERSTANDING	TAB C
D.	SPECIFIC HAZARD OVERVIEW.....	TAB D
<b>GLOSSARY</b> .....		GL
<b>ACRONYMS AND ABBREVIATIONS</b> .....		AC
<b>SUPPORTING DOCUMENTS</b>		

Supporting documents on file with the Sherburne County ARES:

1. Standard Operating Procedures (SOP)
2. Letters of Agreement
3. Memoranda of Understanding

## VERIFICATION OF PLAN APPROVAL

---

This Plan has been reviewed and approved by:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daniel L. Shartle, NOJHU  
Emergency Coordinator, Sherburne County ARES

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bruce West  
Director, Elk River Emergency Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
Gary Peterson  
Director, Sherburne County Emergency Management

## VERIFICATION OF PLAN APPROVAL

---

The Sherburne County Emergency Response Plan has been reviewed and approved by the following members of the Sherburne County Amateur Radio Service;

---

Robert C. Mershon  
AEC Logistics, Sherburne County ARES

---

John J. Smolenski  
AEC Net Controller, Sherburne County ARES

---

Michael J. Steckelberg  
AEC Planning/Training, Sherburne County ARES

---

Greg W. Ogden  
Sherburne County ARES

---

Lawrence W. Narikawa  
Sherburne County ARES

---

Jordan R. Bugge, Sr.  
Sherburne County ARES

---

Gary A. Riecken  
Sherburne County ARES

---

David J. Cecka  
Sherburne County ARES

---

Sandra M. Mershon  
Sherburne County ARES

---

Quinton R. "Boaz" Erickson  
Sherburne County ARES

---

Luke J. Riecken  
Sherburne County ARES

---

Mary H. Taft  
Sherburne County ARES

---

---

## RECORD OF REVISION

---

<u>SECTION</u>	<u>DATE OF REVISION</u>	<u>REVISION NUMBER</u>
Cover Page	6/08/06	1A
Table of Contents	6/08/06	1A
Verification of Plan Approval	6/08/06	1A
Record of Revision	6/08/06	1A
Basic Plan	6/08/06	1A
Annex 1: Notification and Warning	6/08/06	1A
Annex 2: Net Control	6/08/06	1A
Annex 3: ID Cards	6/08/06	1A
Annex 4: Training, Exercises and Drills	6/08/06	1A
Annex 5: Communication Protocols	6/08/06	1A
Annex 6: Application Package	6/08/06	1A
Appendix A	6/08/06	1A
Appendix B	6/08/06	1A
Appendix C	6/08/06	1A
Appendix D	6/08/06	1A
Glossary	6/08/06	1A
Acronyms & Abbreviations	6/08/06	1A

This plan is normally to be reviewed and updated as necessary every year. At that time, if any portion of the Basic Plan or an annex is changed:

1. The revision **date** will be noted in upper right corner of pages changed.
2. The revision **number** in the upper right corner of every page of that individual section will be increased by one.
3. Specific **change(s)** on individual pages will be indicated by an asterisk to the right of the revision number that has been changed for print copies, or by red highlighted text in electronic versions. These indications will be used to denote only those changes that have been made during that particular plan update/revision.

# BASIC PLAN

---

## I. REASON FOR PLAN

- A. Sherburne County is subject to major emergencies/disasters that can pose a significant threat to public safety and/or health. The four general types of such events are: 1) natural disasters, 2) technological hazards, 3) civil emergencies, and 4) national security events. Specific hazards may include but are not limited to: floods, tornadoes, blizzards, draughts, release of hazardous materials, high-level radioactive waste transportation accidents, emergency levee/dam failures, pipeline leaks, explosions, forest fires, terrorism, critical infrastructure failures, health threats and civil disturbances.
- B. Sherburne County is within close proximity to the nuclear generating plant located in Monticello. A serious incident at this plant could result in the release of radioactive gases, liquids, or particles into the atmosphere and/or river systems.
- C. Government and other public service agencies need to continue to operate and carry out emergency functions, in addition to protecting the public and the environment from the effects of all of the above mentioned hazards.
- D. Each emergency is different and the ability to remain flexible is essential.
- E. Sherburne County ARES could be called upon to assist other regions.

## II. PURPOSE AND OBJECTIVES OF PLAN

### A. Purpose

When confronted with a minor emergency, city and county agencies are normally able to carry out their responsibilities using normal communications channels with minimal, if any, assistance from private or volunteer agencies. However, in the event of a major emergency/disaster, the ability of these agencies to communicate may be degraded to the point of failure. This plan outlines the procedures ARES will use to assist these agencies in maintaining the level of communications required to accomplish their duties.

### B. Objectives

- 1) To maximize the protection of lives and property.
- 2) To ensure that our served agencies are able to survive and continue to provide essential services.
- 3) To support local units of government, as necessary.
- 4) To describe standards regarding training and exercise activities, plan maintenance and other preparedness activities.
- 5) To ensure that all current city, county, state and federal government planning requirements are met.
- 6) To provide assistance for neighboring ARES organizations, if called upon.

## III. ORGANIZATION OF PLAN

The Sherburne County ARES Emergency Response Plan is divided into two major parts: an all-hazard



## BASIC PLAN

---

Basic Plan, and supporting Annexes.

### A. Basic Plan

The basic plan focuses first and foremost on: 1) the assignment of emergency responsibilities, and 2) general operations policies. It is directed primarily at those within the organization who have incident management responsibility.

### B. Annexes

The annexes elaborate on the emergency responsibility assignments made in the basic plan and are of principal value to those within the organization who are responsible for carrying out such assignments. A synopsis of annex contents follows:

Annex 1: Notification and Warning: Timely notification of the membership is of paramount importance.

Annex 2: Net Control: The Net Control function is responsible for directing and regulating the flow of information during an emergency.

Annex 3: Incident Management: Incident management is responsible for the coordination of internal and external emergency management; functions of the EOC; Minnesota Incident Management System (MIMS); information resources and administrative support.

Annex 4: Training, Exercises and Drills: Personnel who are expected to respond to an emergency must be ready at a moments notice. Without reoccurring training and drills, the individual responders will not be able to react as quickly or efficiently.

Annex 5: Communication Protocols: Having one communications standard for all personnel to follow, during an emergency response, will enable all responding personnel to communicate without delay.

Annex 6: Application Package: This application package contains all of the basic paperwork that is required to register the applicant with the ARES organization and local emergency management agencies.

### C. Other Plan components

- 1) Appendices: The appendices to this plan include a list of training activities, letters of agreement, memoranda of understandings, and specific hazard overviews.
- 2) The "Standard Operating Procedures" (SOP): SOPs are developed by city and county agencies. These documents are on file with individual agencies and the Department of Emergency Management (DEM).

## IV. LEGAL BASES AND REFERENCES

This plan was developed in accordance with the Federal Emergency Management Agency (FEMA), the State of Minnesota, the City of Elk River and Sherburne County laws, statutes and ordinances. Legal bases and references include:

- 1) Minnesota Statutes 2005

## **BASIC PLAN**

---

- 2) Sherburne County Ordinances
- 3) Elk River City Code 2005

### **V. ARRL ORGANIZATION**

The [American Radio Relay League](#) (ARRL) is the national membership association for Amateur Radio operators.

The ARRL represents amateur radio interests to regulatory bodies, provides technical advice and assistance to amateur radio enthusiasts and supports a number of educational programs throughout the country.

ARRL is a non-profit organization.

ARRL is located at 225 Main Street, Newington, Connecticut 06111

### **VI. ARES ORGANIZATION**

ARES is sponsored by the ARRL. ARES consists of federally licensed radio operators who have voluntarily registered their qualifications and equipment for communications duty in the public service when disaster strikes.

Every licensed amateur, regardless of membership in ARRL or any other local or national organization is eligible for membership in the ARES. The only qualification, other than possession of an Amateur Radio license, is a sincere desire to serve. Because ARES is an amateur service, only amateurs are eligible for membership. The possession of emergency-powered equipment is desirable, but is not a requirement for membership.

### **VII. SHERBURNE COUNTY ARES ORGANIZATION**

The Sherburne County ARES is a dedicated group of federally licensed radio operators who have registered with ARES and have dedicated themselves to assisting Sherburne County, Minnesota in communications during any emergency where normal communications have failed or are overloaded.

The Sherburne County ARES organization has primary jurisdiction in Sherburne County, Minnesota.

Sherburne County ARES functions under the direction of the Emergency Coordinator (EC), who is appointed by the MN/ARES Section Emergency Coordinator (SEC).

### **VIII. ACTIVATION**

Activation of the Sherburne County ARES may be initiated by the Governor of Minnesota, Minnesota Department of Public Safety-Homeland Security and Emergency Management, Minnesota Duty Officer, Minnesota Amateur Radio Emergency Service DEC or SEC, Sherburne County Board of Commissioners, Sherburne County Director of Emergency Management, Mayor of Elk River, Elk River Director of Emergency Management, Sherburne County Amateur Radio Emergency Service EC, or any authorized representative of the above individuals/agencies.

If telephone service is available, the Sherburne County ARES will be notified by contacting one of the following individuals;

## BASIC PLAN

---

### **Emergency Coordinator**

Daniel L. Shartle, NOJHU  
22985 147<sup>th</sup> Street NW  
Elk River, MN 55330-9552  
Home phone: 763-441-6430  
Cellular Phone: 763-274-4065

### **Asst. EC - Logistics**

Robert C. Mershon, WOBFK  
PO Box 224  
Elk River, MN 55330  
Home Phone: 763-263-8080

### **Asst. EC - Net Manager**

John J. Smolenski, NOYR  
20671 County Road 81  
Big Lake, MN 55309-9323  
Home Phone: 763-263-8741  
Cellular Phone: 763-221-4756

### **Asst. EC - Planning/Training**

Michael J. Steckelberg, KOMJS  
17917 57<sup>th</sup> Street SE  
Becker, MN 55308  
Home Phone: 763-262-5036  
Cellular Phone: 612-219-5763  
Work Phone: 763-241-2423

### **Asst. EC – Operations**

OPEN

## **IX. DUTIES OF THE NET CONTROL STATION (NCS)**

- A. The Sherburne County ARES emergency net will be called to order by the NCS.
- B. Members will be checked in from their home or mobile stations to await further instructions.
- C. A Sherburne County ARES liaison station will be sent to the statewide MN/ARES net HF band frequency 3.860 MHz LSB or 7.260 MHz LSB, as required. All stations without two-meter band capability are to await instructions on this band and frequency.
- D. Mobile communications units will be dispatched, as required.
- E. Fixed location communications stations will be set up, as required.
- F. Sherburne County ARES liaison stations will be sent to other net frequencies, as required.

## **X. OPERATIONS**

- A. The command hierarchy is as follows (in descending order):
  - 1) Sherburne County Emergency Management
  - 2) Elk River Emergency Management
  - 3) Public safety agency being served
  - 4) Relief agency being served
  - 5) EC, AEC or their designee
  - 6) Net Control Station

## **BASIC PLAN**

---

- B. Decisions should be made at the lowest possible level. Routine direction should be given by Net Control. The EC or AEC should provide direction via net control whenever practical. Specific direction may be given by the event coordinator at the request of the requesting agency or organization.
- C. When possible, officials will be allowed to directly communicate with each other. However, there must be a control operator (amateur radio operator) at all amateur radio stations involved.
- D. When direct communications are not possible, all messages will be written in either standard ARRL format or in the format that is used by the served agency.
- E. The official, who originates the message and takes responsibility for its content, must indicate his/her title on all written messages.
- F. When using ARRL messages the message precedence of emergency, priority, welfare, and routine, as defined on ARRL Form FSD-3, must be used on all messages.
- G. Stations must not transmit unless invited to do so by the NCS. Note: The only exception to this is for stations with emergency messages.
- H. Never leave a net without checking out. If you have to leave your station before you are relieved, make sure that you notify the NCS of this fact, before you leave.

### **XI. DRILLS, TESTS AND ALERTS**

In order to maintain proficiency in communications, the Sherburne County ARES will participate in the following training items, annually. Additional training will be offered to members and attendance records will be maintained. Numerous organizations offer training on the internet and through in-residence courses. Local organizations offer training courses occasionally, and members are encouraged to attend these when available.

- A. A Statewide Simulated Emergency Test (SET) will be conducted each year, usually in October, in conjunction with the nationwide SET that is sponsored by the ARRL.
- B. The EC of Sherburne County ARES will activate a SET, unannounced via telephone, at least once a year to insure the accuracy of the alerting roster.

### **XII. CLARIFICATIONS**

- A. The information contained in this plan is to be used as a guide. Any conflicts between this plan and any other district plan must be reconciled and approved by the MN/ARES SEC.
- B. Sherburne County ARES is organized to provide communications services only. Radio operators on duty are under no obligation to serve in any other capacity. Any operator who chooses to serve in a different capacity or function must first seek approval from MN/ARES leadership prior to leaving ARES control.
- C. The authenticity, correction and additions of all messages are the sole responsibility of the originating authority. ARES operators are not permitted to alter the content of a message without the authorization of the originating party. The content of all messages should be considered confidential.

## BASIC PLAN

---

- D. A radio operator should report conditions as he/she observes them. Such observations are considered those of a layperson and should be treated in that context.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daniel L. Shartle, NOJHU  
Emergency Coordinator  
Sherburne County ARES

## ANNEX 1: WARNING AND NOTIFICATION

---

- I. **Purpose:** The Sherburne County ARES leadership publishes this policy to define the procedures that must take place during the warning and notification phase of the Sherburne County ARES activation.
- II. **Definition:** The warning and notification phase is the period in which the governmental or public service agency or an ARES member has made the decision that an emergency exists, or is imminent, and notification of the Sherburne County ARES is deemed required.
- III. **Background:** In their efforts to prepare for the possibility of activations both on the scale of post 9/11 and smaller recurring disasters, Sherburne County ARES members are working to prepare themselves for possible use by public safety or service agencies. One useful tool is the Sherburne County ARES warning and notification procedures, which will allow quicker ARES membership activation. However, since premature or erroneous activation is a very sensitive issue with many of the organizations we assist, a comprehensive policy is required for proper warning and notification of the Sherburne County ARES members.
- IV. **Use:** Sherburne County ARES members will only issue warnings and initiate membership notifications under the following circumstances:
  - A. A governmental agency notifies Sherburne County ARES that a standby condition exists, or activation is required.
  - B. A public service agency notifies Sherburne County ARES that a standby condition exists, or activation is required.
  - C. The Sherburne County ARES EC feels that a standby condition is deemed appropriate, or that notification is required.
  - D. A Sherburne County ARES AEC who feels that a standby condition is needed or that notification is required.
  - E. Any Sherburne County ARES member (if unable to contact the EC or one of the AECs), who feels that a standby condition is deemed appropriate, or that notification is required.
  - F. During an announced training activity.
  - G. For the annual SET notification.
- V. **Description:** The Sherburne County ARES membership will be contacted using whatever means are available at the time required.
  - A. At the time of notification, the following information will be given to each member:
    - 1) Reason for notification.
    - 2) Actions required.
    - 3) Frequency to monitor.
    - 4) Any safety measures to take.
  - B. All Sherburne County ARES members will be notified using the "Sherburne County ARES Activation Plan".

## ANNEX 1: WARNING AND NOTIFICATION

---

C. Announcement of the release from warning status will be passed on to each member as soon as verified.

- VI. **Primary Frequency:** Upon the warning or notification that a communications emergency exists, members of the Sherburne County ARES with two-meter band capability will check into the Sherburne County ARES emergency net using "ELK RIVER TAC 1". (See Annex 5: Communication Protocols for frequency and band information)
- VII. **Backup Frequency:** Upon the warning or notification that a communications emergency exists, members of the Sherburne County ARES with two-meter band capability will check into the Sherburne County ARES emergency net using "BIG LAKE TAC 1". (See Annex 5: Communication Protocols for frequency and band information)
- VIII. **Simplex Frequency:** The Sherburne County ARES emergency net frequency, in the event of a repeater malfunction, will be "Echo". Additional frequencies will be used as required. Other stations will monitor 3.860 MHz Lower Side Band "Hotel One", or 7.260 MHz Lower Side Band "Hotel Two" net frequency for further instructions. (See Annex 5: Communication Protocols for frequency and band information)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daniel L. Shartle, NOJHU  
Emergency Coordinator  
Sherburne County ARES

## ANNEX 2: NET CONTROL

---

- I. **Purpose:** To define the duties and responsibilities of the Net Control Operator (NCO) and NCS in Sherburne County, Minnesota.
- II. **Definition:** Net control is the act of organizing the flow of information from multiple sources into a series of manageable messages and efficiently directing them to the intended recipient(s).
- III. **Background:** The control of information flow has been necessary for many years. Recently, it has been determined that effective span of control is limited to approximately 3–10 people per person. This number varies depending on the situation and each individual's abilities.
- IV. **Use:** The initiation of net control is necessary whenever an emergency or disaster occurs within Sherburne County. The initiation of net control is also recommended during training deployments, SET drills and anytime organized net traffic is needed.
- V. **Description:**
  - A. The EC or AEC will normally assume net control or delegate another station as the NCS, however any station may open the net and assume NCS in an emergency.
  - B. Tactical call signs should be used for all emergency nets if there are more than just a few participants. The NCS may assign the tactical call sign as each location is activated. Tactical call signs will usually provide some information about the location or its purpose. It is often helpful if the tactical call signs have a meaning that matches the way in which the served agency identifies the location or function. Note: When using tactical call signs on amateur frequencies you must identify your station with your amateur call sign at least every ten minutes and at the end of your transmission.
  - C. If a radio operator requests to be released from their assigned post, the net control operator does not have the authority to deny the request.
  - D. The NCS shall maintain contact with all deployed stations. If no contact with a station has been confirmed after 30 minutes, the NCS shall perform a station welfare check. If no contact is established after three consecutive attempts, personnel shall be dispatched to confirm the operator's welfare.
  - E. Net Control will initiate the Sherburne County ARES training net each Wednesday at 8:00pm on the Elk River KOCJD repeater 146.970MHz negative offset using no PL tone.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daniel L. Shartle, NOJHU  
Emergency Coordinator  
Sherburne County ARES



## ANNEX 3: ID CARDS

---

- I. **Purpose:** The Sherburne County ARES leadership publishes this policy for the issuance and use of Identification (ID) cards to ARES appointees of Sherburne County.
- II. **Definition:** The Sherburne County ARES ID card is issued to all Sherburne County ARES members. ARES members meet the ARRL membership requirement, and satisfy participation requirements set by the leadership. The Sherburne County ARES leadership is defined as the EC and the respective AECs for the county.
  - A. The Sherburne County ARES ID card features a picture and is checked against the member's government picture ID and FCC license for validity. No background check is conducted by the ARRL.
  - B. This card may be obtained in addition to the ARRL FSD 224 card, which under ARRL policy, may be given by an EC and above to any amateur radio operator (whether an ARRL member or not) interested in emergency communications.
- III. **Background:** In their efforts to prepare for the possibility of activations both on the scale of post 9/11 and smaller recurring disasters, Sherburne County ARES members are working to prepare themselves for possible use by public safety or service agencies. One useful tool is the Sherburne County ARES ID card, which may allow quicker access to sites and reduce wait times. However, since ID card acceptance is a very sensitive issue with many of the organizations we assist, a comprehensive policy is required for the use of the Sherburne County ARES ID card by Sherburne County ARES members.
- IV. **Use of Sherburne County ARES ID Cards:**
  - A. Sherburne County ARES members may only use this Sherburne County ARES ID card to carry out a specific assignment as given to you by the Sherburne County ARES leadership. Do not use this Sherburne County ARES ID card to attempt entry to sites where Sherburne County ARES assistance has not been officially requested. We are not first responders.
  - B. Please be aware that public safety and/or agencies with which the ARRL has a Memoranda of Understanding may require additional identification be issued to you, including the completion of background checks. This ID card cannot waive any of those additional requirements.
  - C. You must always be prepared to present any other government picture identification, as well as your FCC operating license. Please be aware that failure to do so may result in you being turned away from the site.
  - D. If security personnel at a mobilization deny you entry, you must comply immediately and withdraw. Your Sherburne County ARES ID card does not confer any rights or privileges to you.
  - E. The Sherburne County ARES ID card remains the property of the Sherburne County ARES, and must be surrendered upon request by the EC, or applicable AEC.
- V. **Sherburne County ARES ID Card Issuance:** Sherburne County ARES ID cards are issued under two programs: normal issuance, and field (emergency) issuance. The normal issuance allows for reasonable preparation and delivery time using digital technology by the authorized Sherburne County ARES leadership. Field issuance is only to be used in the field where Sherburne County ARES ID cards must be issued expeditiously and use analog technology.
  - A. Rules that apply to both programs. Only the Sherburne County EC and AECs can issue Sherburne County ARES ID cards. Sherburne County ARES ID cards are to utilize exactly the same format, except that field issuance may use "Polaroid" type pictures. Additionally, the approving Sherburne

## ANNEX 3: ID CARDS

---

County officer may fill in the member's name and appointment information by hand. Members must present their government picture ID (i.e. state driver's license or passport), and the FCC operating license, before their picture is taken. There are NO exceptions to this requirement. Issuers will strive for a consistent "professional" look; to allow easy recognition by site security personnel with previously supplied examples.

- B. Recognition by security personnel. Security personnel will only honor those ID's that have been approved by their site leadership, so pre-approval is very important. Pre-approval is accomplished by submission of our credentials in response to a formal request for assistance, although this process may be accomplished in very little time. Never send ARES members to a site to attempt entry without prior authorization.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daniel L. Shartle, NOJHU  
Emergency Coordinator  
Sherburne County ARES

## ANNEX 4: TRAINING, EXERCISES AND DRILLS

---

- I. **Purpose:** Drills, exercises and tests are used to evaluate the effectiveness of training and plans, just as classroom tests are used to test the effectiveness of teaching. Exercises are particularly important tools used to measure the readiness of trained ARES/RACES groups. They provide low risk and low stress opportunities for the leadership to determine what works and what needs further development, and for participants to sharpen their communication skills. This is why the ARRL strongly recommends participation in its annual Simulated Emergency Test (SET).
- II. **Definition:** In order to be a valuable tool, training, exercises and drills must meet the following three conditions:
  - A. Goals must be clearly stated and understood.
  - B. Proper type of training, exercise or drill chosen.
  - C. Feedback promptly given to all participants.
- III. **Exercise Background:** There are three types of exercises most used by ARES groups; full-scale, tabletop and functional. The correct type to use will depend on the end goal. Full scale exercises can help simulate the stresses that occur to network operations during a disaster. Tabletop and functional exercises are good alternatives to the full-scale exercise for the introduction of new procedures and systems.
  - A. **Full-Scale** – SETs may be full-scale exercises with operators responding to EOCs and field locations. They're fun, complex and prone to failure, especially when a new procedure or system is introduced. While identifying areas that need improvement is a valuable part of any exercise, it's equally important that volunteer responders have a positive experience. Consider a full-scale exercise only when individual systems have been adequately tested on a smaller scale.
  - B. **Tabletop** – Tabletop exercises are especially valuable for introducing new procedures or techniques in a classroom setting. The primary limitation is that fewer participants can be involved. Tabletop exercises are essentially role-playing meetings. With one person serving as a moderator, participants representing various locations or functions review their roles or respond to questions from other participants. No timeline is required although the discussion should follow a typical sequence of events. Tabletops allow the participants the luxury of interrupting the exercise to discuss any aspect of the drill. They are the best way to introduce new procedures because the feedback is immediate and heard by all present.
  - C. **Functional** – Functional exercises may utilize the same facilities as full-scale drills, whether physical facilities such as EOCs or radio nets are used. Most participants perform their typical roles while a smaller group serves as simulators. Functional exercises can also be run with all participants communicating from their homes, simply adopting the roles they would have in a full-scale drill. Like a tabletop, a net control station can moderate a functional exercise. Functional exercises held on the air can be scaled to allow as many, or as few participants as the exercise designers choose, but all ARES/RACES personnel are encouraged to monitor the exercise for its training value, and to provide a post-exercise critique.
- IV. **Recommended Training:**
  - A. All three levels of the ARRL Amateur Radio Emergency Communications Course (ARECC), for all members over time.
  - B. General understanding of the plans and how they work.

## ANNEX 4: TRAINING, EXERCISES AND DRILLS

---

- C. Specific skills, such as message formatting, equipment operation, and emergency field repairs.
- D. Net operations, both tactical and formal traffic handling.
- E. Implementing or testing operational elements, such as message routing and forms,
- F. Full scale drills and simulations, including the annual SET.
- G. Communication support for public service events such as walk-a-thons and parades.
- H. Backup plans and workarounds.

---

Date

---

Daniel L. Shartle, NOJHU  
Emergency Coordinator  
Sherburne County ARES

## ANNEX 5: COMMUNICATION PROTOCOLS

---

- I. **Purpose:** Interoperability in this document refers to the ability of ARES groups and individuals involved in a coordinated response to communicate with each other. In the event of an emergency or exercise, an interoperability plan can address connectivity issues and increase the effectiveness and speed of the response.

If you have these frequencies in your rig, then you will be able to start working as a communicator no matter where you are in the county. This plan is designed to augment your existing structure, rather than replace it. If you have an operational repeater or simplex net, then use it. However, please continue to monitor HVCall. The APRS/Packet/DATA frequencies are meant to supplement your existing plan and the Minnesota Emergency Packet Network (MEPN).

- II. **Naming:** Public Safety (PS) Interoperability frequencies are VTAC # and UTAC #. The ARES/Ham Radio frequencies are prefixed with an H to distinguish them from the PS frequencies. To alleviate confusion, standard mnemonics shall be used in all equipment to refer to individual channels. These are listed in the table below. Should the equipment not be capable of alphanumeric channel mnemonics, the radio should be labeled to indicate the channel mnemonic and its corresponding position on the radio selector dial.

III. **Naming Guide:**

V refers to 2M VHF.  
U refers to 70cm UHF.

IV. **Portable Repeater Frequencies:**

- A. To be determined.  
B. This will require coordination with the Minnesota Repeater Council.

- V. **Stationary Local VHF Repeater Frequencies:** In order to achieve the most effective communications possible during an emergency or exercise, it is highly recommended to use the nearest repeater to the incident scene, once initial deployment has been implemented.

Listed below are the local repeaters that cover the major portions of Sherburne County along with the tactical call signs that are to be used during emergencies and training exercises.

Location	TX	Tone	RX	Tone	Owner	Tactical Name
Becker	147.345		147.945	85.4	KOOS	BECKER TAC 1
Big Lake	146.775		146.175	114.8	NORPP	BIG LAKE TAC 1
Elk River	146.970		146.370		KOCJD	ELK RIVER TAC 1
Princeton	146.895		146.295		NORPP	PRINCETON TAC 1
St Cloud	146.940		146.340		WOMBD	ST CLOUD TAC 1

- VI. **Simplex Frequencies:** These frequencies were determined by cross referencing the ARRL band plan with the Minnesota Repeater Council band plan.

A. **VHF "Wide-Area" Frequencies:**

Mnemonic	Freq	Tone	Primary District
HVCall	146.550	CSQ	Statewide
HVStage	147.555	100.0	Statewide
HVAPRS	144.390	CSQ	Statewide
HVData	144.910	CSQ	Statewide
HVPacket	145.670	CSQ	Statewide
HVAir	147.540	CSQ	Statewide

---

## ANNEX 5: COMMUNICATION PROTOCOLS

---

Mnemonic	Freq	CTCSS	Tactical Name
HVTac0	146.505	100.0	(Primary Digital Voice Frequency)
HVTac1	147.585	100.0	Alpha
HVTac2	147.525	100.0	Bravo
HVTac3	147.495	100.0	Charlie
HVTac4	146.535	100.0	Delta
HVTac5	146.475	100.0	Echo
HVTac6	146.565	100.0	Foxtrot
HVTac7	146.595	100.0	Golf
HVTac8	Removed		

### A. UHF "On-Scene" Frequencies:

Mnemonic	Freq	TX Tone
HUCall	446.000	CSQ
HUAPRS	446.150	CSQ
HUData	446.200	CSQ

  

Mnemonic	Freq	CTCSS	Tactical Name
HUTac1	440.975	100.0	Alpha
HUTac2	440.925	100.0	Bravo
HUTac3	440.875	100.0	Charlie
HUTac4	440.825	100.0	Delta
HUTac5	440.775	100.0	Echo
HUTac6	440.725	100.0	Foxtrot
HUTac7	440.675	100.0	Golf

### VII. Tone/CTCSS:

- A. Calling frequencies - no PL, no CTCSS, no DCS
- B. Tactical frequencies - CTCSS 100.0
- C. This tone was chosen to avoid interference from or interfering with public safety entities using 156.7.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daniel L. Shartle, NOJHU  
Emergency Coordinator  
Sherburne County ARES

## ANNEX 6: APPLICATION PACKAGE

---

Dear applicant,

Thank you for your interest in Sherburne County ARES. Enclosed you will find an application. Please read and fill out the application completely.

The first three pages require general information about you, the applicant. The next five pages are for the criminal history and driver's license checks. They are required in order to work within controlled areas. Note: Members may be fingerprinted and photographed for identification purposes.

These are the steps which your application process will take:

- Please print, fill out and mail the membership application to the Sherburne County EC.
- Upon receipt of your completed application, the background and drivers license check will be submitted to the appropriate law enforcement agencies and your references may be contacted if deemed appropriate.
- You will be contacted to set up an interview time with the Sherburne County Emergency Coordinator.
- Once the references have been checked, and background cleared, interviews with the Chiefs of SCEMHS and Elk River Emergency Management may be required.
- This is sometimes a long process, and may take up to two or three months to complete. As a result, after receipt of your completed application, you may attend our monthly meetings as a special guest of the Unit. However you will not be able to attend emergency call-outs until accepted as a member.
- If you have any questions, please feel free to contact the Sherburne County Emergency Coordinator at 763-274-4065 or [nOjhu@arrl.net](mailto:nOjhu@arrl.net)
- Individuals who are approved for membership in Sherburne County ARES will be required to provide the following information for the picture ID card;

Current Photograph

ARRL Membership Number

Blood Type

Any Known Medical Alerts

### ARES/RACES

#### Amateur Radio Emergency Service and Radio Amateur Civil Emergency Service

**What are ARES and RACES?** The Amateur Radio Emergency Service (ARES) and the Radio Amateur Civil Emergency Service (RACES) both have very similar goals: to protect life and property during an emergency. Membership in the ARRL or any other organization is not required for either, just a valid Amateur Radio license.

In Sherburne County, Minnesota, ARES and RACES are organized as essentially one group of people. There are technical and legal differences between the two services, outlined below, but it is the same group of Amateurs. Following is a brief description of ARES and RACES. For more detailed information, see the ARRL Public Service Communications Manual (PSCM).

#### **ARES — The Amateur Radio Emergency Service.**

The American Radio Relay League (ARRL) administers ARES (although you do not have to be a League member to participate). Any member can activate the ARES group. ARES provides emergency radio communications to a number of client groups, including local government, the American Red Cross, the Salvation Army, and others.

**RACES — The Radio Amateur Civil Emergency Service.** RACES is authorized by part 97 of the FCC Rules as a local or state government service — there is no Federal RACES. Only the RACES Radio Officer of a local government civil preparedness agency can activate RACES in times of emergency. In our case, the local government agency is the Sherburne County Office of Emergency Management (OEM).

RACES is used for emergencies which can include natural or technological disasters such as fires, floods, earthquakes, chemical spills, and nuclear power plant accidents. During times of war (when the President invokes War Emergency Powers), normal Amateur Radio Service operation is silenced and RACES stations are limited to a pre-defined set of operating frequencies that are within the normal Amateur bands.

During all times that Amateur stations are operating under RACES rules, they may only communicate with other RACES stations, and only for the purpose of conveying official civil-preparedness emergency communications.

**What is the relationship with SCEPT?** Most Sherburne County ARES/RACES members are also members of the Sherburne County Emergency Communications Team (SCEPT), which is an ARRL Special Service Club (a “ham” club). However, Sherburne County ARES/RACES does not require one to be a SCEPT member in order to be an ARES/RACES member.

SCEPT provides the Amateur radio facilities (fixed and portable repeaters, communications van equipment, etc.) and the all-volunteer technical and administrative personnel to maintain them at a constant state of readiness for use when needed in an emergency.

Sherburne County ARES/RACES coordinates the organization and training of the volunteer Amateur Radio operators who have registered their willingness to serve. ARES/RACES operators generally use their own and SCEPT equipment (e.g. repeaters) in fulfilling their duties as well as equipment put at their disposal through the generosity of other Amateur Radio repeater operators.

**How Do I Apply?** Participation in ARES and RACES is voluntary and you may quit at any time. You must be pre-enrolled in RACES in order to participate in RACES activities.

If you are a licensed Amateur Radio operator, live or work in Sherburne County, and are interested in becoming an ARES/RACES volunteer, or would like to know more, please contact the Sherburne County Emergency Coordinator.





## SHERBURNE COUNTY, MINNESOTA EMERGENCY COMMUNICATIONS TEAM ARES/RACES Membership Application

This is an application for (choose one):  **Both ARES & RACES.**  **ARES only.**  **RACES only.**

*Dual ARES/RACES membership is **strongly recommended*** In order to serve effectively as a volunteer member of the emergency staff, access to otherwise restricted areas, such as the EOC, may be associated with RACES participation and assignments. To the extent that similar requirements exist for other members of the emergency staff with access to restricted areas, a limited background check for RACES applicants may be performed.

**\*\* Indicate (X) bands/modes you can operate. Indicate (E) those that have emergency power at your home station. \*\***

	160	80	40	30	20	17	15	12	10	6	2	440	900	1.2	?
<i>ATV</i>															
<i>CW</i>															
<i>FM</i>															
<i>SSB</i>															
<i>Packet</i>															
<i>Mobile</i>															
<i>Handheld</i>															

Callsign: \_\_\_\_\_ Class: \_\_\_\_\_ Year 1<sup>st</sup> Licensed: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Nextel Direct Connect: \_\_\_\_\_

Email: \_\_\_\_\_ Pager: \_\_\_\_\_

Person to notify in case of illness (Name/Phone): \_\_\_\_\_

\*\*\*\*\* **The following is also required for RACES membership** \*\*\*\*\*

Business Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

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

U.S. Citizen: \_\_\_\_\_ Marital Status: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Height: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ State: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Any previous military service? \_\_\_\_\_

Ever convicted of a crime? \_\_\_\_\_ **Details:** \_\_\_\_\_

Ever denied membership in RACES? \_\_\_\_\_ **Details:** \_\_\_\_\_

Last radiological training (year & month, if known): \_\_\_\_\_

Character references (callsigns of current ARES/RACES members):

1: \_\_\_\_\_ 2: \_\_\_\_\_

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

Mail to: DANIEL L. SHARTLE (N0JHU)  
22985 147<sup>th</sup> Street NW  
Elk River, MN 55330-9552

For membership **outside** the Sherburne County, MN area, contact your local ARRL Emergency Coordinator (or the ARRL) for ARES. For RACES contact your local RACES Radio Officer.

# ANNEX 6: APPLICATION PACKAGE

---

Training: Please include a photocopy of all licenses and certifications

Amateur Radio

Call Sign: \_\_\_\_\_ Class: \_\_\_\_\_

Please list the following equipment you may have:

Mobile: VHF / UHF / Dual Band Portable: VHF / UHF / Dual band

Base Station: \_\_\_\_\_ (please describe)

Computer / Packet: \_\_\_\_\_ (please describe)

Do you have stand-by power or generator power? Yes / No Describe: \_\_\_\_\_

\*\*\*\*\*

Skywarn Training

Month / Year of Training: \_\_\_\_\_ Location: \_\_\_\_\_

Skywarn Spotter #: \_\_\_\_\_ Are you an instructor?: \_\_\_\_\_

\*\*\*\*\*

First Aid / Medical

Month / Year of Training: \_\_\_\_\_ Location: \_\_\_\_\_

Level or Certification: \_\_\_\_\_ Are you an instructor?: \_\_\_\_\_

If yes, what do you teach?: \_\_\_\_\_

\*\*\*\*\*

FEMA / NIMS

Month / Year of Training: \_\_\_\_\_ Location: \_\_\_\_\_

Level or Certification: \_\_\_\_\_ Are you an instructor?: \_\_\_\_\_

If yes, what do you teach?: \_\_\_\_\_

\*\*\*\*\*

Please include any additional training, education or experience you may have which may be helpful to you with Sherburne County Emergency Services.

---

---

---

---

---

**ANNEX 6: APPLICATION PACKAGE**

---

Personal References

Please list three references that know you (other than relatives).

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_ Mo. \_\_\_\_\_ Yrs.

\*\*\*\*\*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_ Mo. \_\_\_\_\_ Yrs.

\*\*\*\*\*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_ Mo. \_\_\_\_\_ Yrs.

\*\*\*\*\*

Current Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

May we contact this person for an additional reference? \_\_\_\_\_ (optional)

## ANNEX 6: APPLICATION PACKAGE

---

### Criminal History and Drivers License Background Check

Have you ever been convicted of a felony?       Yes       No

**If yes, we thank you for your interest, but we are unable to accept your application due to requirements that we must abide by.**

Have you ever been convicted of a Gross Misdemeanor or a Misdemeanor?       Yes       No

If yes, please give details of the offense: (Date, offense, sentence).

\_\_\_\_\_

Are you currently under arrest or indictment for any offense?       Yes       No

If yes, please give details: (Date, Offense, Status).

\_\_\_\_\_

Do you have a current driver's license?       Yes       No

If yes, please complete the following:

Name (First, Middle, Last): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

License Number: \_\_\_\_\_ State issued: \_\_\_\_\_ Expires: \_\_\_\_\_

Type / Class of License: \_\_\_\_\_

Restrictions / Endorsements: \_\_\_\_\_

Was your driver's license or other vehicle operator's license ever revoked?       Yes       No  
ever suspended?       Yes       No

If you answered yes to either one of the above, please explain below.

\_\_\_\_\_

Have you ever been known by any other name? \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ANNEX 6: APPLICATION PACKAGE

---

### Acknowledgment

1. I agree fully to comply with all items contained herein as they pertain to the category of membership that I have applied for.  
\_\_\_\_\_ Initial Here.
2. All information furnished by me in this application is true and correct to the best of my knowledge.  
\_\_\_\_\_ Initial Here.
3. A Standard Operations Practices and Procedures Manual (SOPP) will be provided by Sherburne County ARES. I agree to follow all rules and regulations listed in the SOPP.  
\_\_\_\_\_ Initial Here.

**Once I am accepted as a member of Sherburne County ARES, I will take the Oath of Office listed below.**

I \_\_\_\_\_ do solemnly swear or affirm that I will support and defend the Constitution of the United States of America, and the Constitution of the State of Minnesota against all enemies, foreign and domestic; and that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion and that I will faithfully discharge the duties upon which I am about to enter. I do not advocate the overthrow of any government unit by force or violence, nor will I do so while involved with Sherburne County ARES.

### Use Agreement

The undersigned applicant hereby authorizes the Sherburne County Emergency Management and Homeland Security, during a declared Emergency event, training session, or other activity under the control of the Department, of which the member is participating, to exercise ownership and control of member's equipment.

Signed: \_\_\_\_\_

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

### **General Authorization and Release of Information Pursuant to Minn. Stst. Section 13.05 Subd. 4. (d) of the Minnesota Data Practices Act**

To Sherburne County Emergency Services

I, \_\_\_\_\_ hereby authorize and give my informed consent to permit you, Sherburne County Sheriff's Department to release and make available to Sherburne County Emergency Management and Homeland Security and / or its agents and / or representatives, data classified as private by Minn. Stat. 13.02 Subd. 12 except medical and psychological, which data concerns me, and which may be in your possession. The data which I authorize to be released consists of private data that has been collected by you as a result of my contacts and associations with you and / or your agents and representatives. Authorization is given to release ALL DATA which has been collected, created, received or retained in whatever form which in any way relates to my dealings with you or your agency. I understand that the purpose of permitting Sherburne County Emergency Management and Homeland Security to have access to this data is to determine my eligibility for a volunteer position with the department, and to verify records and other information which I have provided to them.

I hereby authorize and grant my informed consent to permit you to make photocopies for Sherburne County Emergency Management and Homeland Security of all private data which concerns me and is in your possession.

This authorization shall be valid for a period of one year, but I reserve the right to, at any time prior to the expiration date, cancel the written authorization by providing written notice to the department or to you of that fact.

Applicant full printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant signature: \_\_\_\_\_

## ANNEX 6: APPLICATION PACKAGE

---

### Acknowledgment

2. I agree fully to comply with all items contained herein as they pertain to the category of membership that I have applied for.

\_\_\_\_\_ Initial Here.

3. All information furnished by me in this application is true and correct to the best of my knowledge.

\_\_\_\_\_ Initial Here.

4. A Standard Operations Practices and Procedures Manual (SOPP) will be provided by Sherburne County ARES. I agree to follow all rules and regulations listed in the SOPP.

\_\_\_\_\_ Initial Here.

**Once I am accepted as a member of Sherburne County ARES, I will take the Oath of Office listed below.**

I \_\_\_\_\_ do solemnly swear or affirm that I will support and defend the Constitution of the United States of America, and the Constitution of the State of Minnesota against all enemies, foreign and domestic; and that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion and that I will faithfully discharge the duties upon which I am about to enter. I do not advocate the overthrow of any government unit by force or violence, nor will I do so while involved with Sherburne County ARES.

### Use Agreement

The undersigned applicant hereby authorizes the Elk River Emergency Management, during a declared Emergency event, training session, or other activity under the control of the Department, of which the member is participating, to exercise ownership and control of member's equipment.

Signed: \_\_\_\_\_

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

### **General Authorization and Release of Information Pursuant to Minn. Stst. Section 13.05 Subd. 4. (d) of the Minnesota Data Practices Act**

To Elk River Emergency Management

I, \_\_\_\_\_ hereby authorize and give my informed consent to permit you, Elk River Police Department to release and make available to Elk River Emergency Management and / or it's agents and / or representatives, data classified as private by Minn. Stat. 13.02 Subd. 12 except medical and psychological, which data concerns me, and which may be in your possession. The data which I authorize to be released consists of private data that has been collected by you as a result of my contacts and associations with you and / or your agents and representatives. Authorization is given to release ALL DATA which has been collected, created, received or retained in whatever form which in any way relates to my dealings with you or your agency. I understand that the purpose of permitting Elk River Emergency Management to have access to this data is to determine my eligibility for a volunteer position with the department, and to verify records and other information which I have provided to them.

I hereby authorize and grant my informed consent to permit you to make photocopies for Elk River Emergency Management of all private data which concerns me and is in your possession.

This authorization shall be valid for a period of one year, but I reserve the right to, at any time prior to the expiration date, cancel the written authorization by providing written notice to the department or to you of that fact.

Applicant full printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant signature: \_\_\_\_\_

## ANNEX 6: APPLICATION PACKAGE

---

### ACCIDENT WAIVER AND RELEASE OF LIABILITY 2006 Sherburne County ARES

I acknowledge that the activities and/or events that I will participate in, while a member of this organization, are an extreme test of a person's physical and mental limits and carry with it the potential for death, serious injury and property loss. The risks include, but are not limited to, those caused by terrain, facilities, temperature, weather, condition of equipment, vehicular traffic, actions of other people including, but not limited to, participants, volunteers, spectators, government officials, and event monitors, and lack of hydration. These risks are not only inherent to disaster service workers, but are also present for volunteers. I hereby assume all of the risks of participating and/or volunteering in this organization. I realize that liability may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained or controlled by them or because of their possible liability without fault.

I certify that I am physically fit, have sufficiently trained for participation in this organization and have not been advised otherwise by a qualified medical person.

I acknowledge that this Accident Waiver and Release of Liability (AWRL) form will be used by the City Emergency Management, Sherburne County Emergency Management and Sherburne County ARES in which I may participate and that it will govern my actions and responsibilities at said organizational training and events.

In consideration of my application and permitting me to participate in this organization and the associated activities and/or events, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

(A) Waive, Release and Discharge from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me or my traveling to and from this organization's activities, THE FOLLOWING ENTITIES OR PERSONS: Amateur Radio Relay League, Sherburne County Amateur Radio Emergency Service, Sherburne County Emergency Communications Team, Sherburne County, City of Elk River, City of St Cloud, City of Princeton, Town of Zimmerman, City of Becker, City of Big Lake, Town of Santiago, Town of Orrock, American Red Cross, Sherburne County Sheriff, Elk River Police, St Cloud Police, Elk River Fire Department, Zimmerman Fire Department, Big Lake Fire Department, St Cloud Fire Department, Becker Fire Department, Princeton Fire Department, Elk River Emergency Management, Sherburne County Emergency Management, St Cloud Emergency Management, their directors, officers, employees, volunteers, representatives, and agents, the event holders, event sponsors, event directors, event volunteers; (B) Indemnify and Hold Harmless the entities or persons mentioned in this paragraph from any and all liabilities or claims made by other individuals or entities as a result of any of my actions during this event.

I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident and or illness during these activities. I understand that at these related activities, I may be photographed. I agree to allow my photo, video or film likeness to be used for any legitimate purpose by the event commanders, managers, sponsors, organizers and or assigns.

This AWRL shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I hereby certify that I have read this document; and, I understand its content.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
AGE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

#### PARENT GUARDIAN WAIVER FOR MINORS (Under 18 years old)

The undersigned parent and natural guardian or legal guardian does hereby represent that he/she is, in fact, acting in such capacity and agrees to save and hold harmless and indemnify each and all of the parties referred to above from all liability, loss, cost, claim or damage whatsoever which may be imposed upon said parties because of any defect in or lack of such capacity to so act and release said parties on behalf of the minor and the parents or legal guardian.

If under 18 years old, parent or guardian must sign:

\_\_\_\_\_  
PRINT NAME (Parent or legal guardian of the above)

\_\_\_\_\_  
AGE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## APPENDIX A: LISTING OF EMERGENCY PREPAREDNESS TRAINING

---

- I. Annual Scheduled Training:** Listed below are the minimum training classes that will be held annually for the Sherburne County ARES. Additional classes may be offered, but due to the extensive amount of topics available, it is virtually impossible to itemize the available classes.
- a. NTS Message Handling.
  - b. Net Protocol.
  - c. Portable Equipment Design/Modification.
  - d. NIMS/MIMS.
  - e. Desktop Deployment Exercise.
  - f. Simulated Emergency Test (SET) – In conjunction with the ARRL.
- II. Training Goal:** It is recommended that each member attend at least 50% of the above scheduled training each year.
- III. Basic Membership Training:** All ARES members should strive to accomplish the following classes within the first year of membership. (All FEMA courses are free-of-charge. All ARRL courses are fee based.) See the Sherburne County ARES homepage at <http://www.shercoares.com> for the website address.
- a. FEMA IS-100                      Introduction to the Incident Command System.
  - b. FEMA IS-200                      Basic Incident Command System.
  - c. ARRL EC-001                      Amateur Radio Emergency Communications Course Level 1.
- IV. Leadership Training:** All ARES members holding leadership positions should also strive to complete the following additional classes. (All FEMA courses are free-of-charge. All ARRL courses are fee based.) See the Sherburne County ARES homepage at <http://www.shercoares.com> for the website address.
- a. FEMA IS-275                      Role of the Emergency Operations Center.
  - b. FEMA IS-700                      National Incident Management System.
  - c. FEMA IS-800                      National Response Plan.
  - d. ARRL EC-002                      Amateur Radio Emergency Communications Course Level 2.

---

Date

---

Daniel L. Shartle, N0JHU  
Emergency Coordinator  
Sherburne County ARES



## **APPENDIX B: SUPPLEMENTARY IMPLEMENTATION PROCEDURES**

---

This Appendix is left blank, at this point in time.

## APPENDIX C: LISTING OF LOA AND MOUs

---

### I. Current Letters of Agreement are as follows;

A. None On File

### II. Current Letters of Agreement are as follows;

A. None On File

### III. Current Memoranda Of Understanding (MOU) are as follows;

- A. 1996-01 Association of Public Safety Communications Officials (APCO) and ARRL.
- B. 1996-02 Salvation Army and ARRL.
- C. 2001-01 National Weather Service and ARRL.
- D. 2001-02 National Communications System and ARRL.
- E. 2001-03 REACT International and ARRL.
- F. 2002-01 American Red Cross and ARRL.
- G. 2002-02 Federal Emergency Management Agency (FEMA) and ARRL.
- H. 2005-01 Civil Air Patrol and ARRL.
- I. 2005-02 United States Power Squadrons and ARRL.

### III. Draft Memoranda Of Understanding (MOU) are as follows;

- A. 2006-01 Sherburne County Emergency Communications Team.
- B. 2006-02 Elk River Emergency Services.
- C. 2006-03 Elk River repeater – Jon Krizek (KOCJD).
- D. 2006-04 Big Lake repeater – Bruce Granger (NORPP).
- E. 2006-05 Becker repeater – Ronald Kittelson (KOOS).
- F. 2006-06 St. Cloud repeater – Jack Maus (WOMBD).
- G. 2006-07 Princeton repeater – Bruce Granger (NORPP).
- H. 2006-08 Fairview/Northland Medical Center.
- I. 2006-09 Sherburne County Public Health Department.
- J. 2006-10 Chisago County ARES.

## APPENDIX C: LISTING OF LOA AND MOUs

---

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daniel L. Shartle, NOJHU  
Emergency Coordinator  
Sherburne County ARES

## APPENDIX D: SPECIFIC HAZARD OVERVIEW

---

This Appendix is left blank, at this point in time.

## GLOSSARY

---

**Assistant Emergency Coordinator (AEC)** - Within each ARRL District, several Assistant Emergency Coordinators are selected by an Emergency Coordinator. Each Assistant Emergency Coordinator is responsible for performing their appointed function, which can be administrative, liaison, logistics, or operations. This is the normal structure of the ARRL field organization, and the Minnesota and metro area districts are organized this way. In Sherburne County the Assistant Emergency Coordinator reports to the Emergency Coordinator, and performs his or her function within the county.

**Code of Federal Regulations (CFR)** - "49 CFR" refers to Title 49, the primary volume regarding HAZMAT transportation regulations.

**CHEMTREC** - Chemical Transportation Emergency Center operated by the Chemical Manufacturers Association to provide information and/or assistance to emergency responders (800-262-8200.)

**Command Post** - A centralized base of operations established near the site of a disaster/emergency incident.

**Community Emergency Coordinator** - A person appointed for the local emergency planning committee (pursuant to SARA), who makes determinations necessary to implement plans, and who receives official emergency notification of releases.

**Comprehensive Emergency Management (CEM)** – CEM is an integrated approach to the management of emergency programs and activities for all four phases (mitigation, preparedness, response, and recovery.) CEM applies to all types of emergencies and disasters (natural, manmade, and attack), and for all levels of government and the private sector.

**Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980** - Legislation (PL 96-510) covering hazardous substance releases into the environment and the cleanup of inactive hazardous waste disposal sites. CERCLA established the "Superfund" to provide resources for these clean-ups. Amended and extended by SARA.

**Continuity of Government (COG)** - Plans and procedures for ensuring the survival and operational capabilities of governmental processes and lines of succession. This includes the protection and maintenance of agency and departmental vital records.

**Damage Assessment/Estimation** - The conduct of on the scene surveys following any disaster to determine the amount of loss or damage caused by the incident. Extent of damage is assessed in all types of disasters such as flash floods, tornadoes, winter storms, hurricane, nuclear power incidents, and chemical explosions.

**Disaster** - An occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made accidental, military or paramilitary cause.

**District Emergency Coordinator (DEC)** – The DEC is responsible for Coordinating the training, organization and emergency participation of Emergency Coordinators in their district. Making local decisions in the absence of the SEC or coordinating with the SEC. Coordinating the interrelationship between local emergency plans and between communications networks within the district. Acting as a backup EC to those areas without an EC and assisting in maintaining contact with government agencies and other agencies within the district. Provide direction in the routing and handling of emergency communications of either a formal or tactical nature, with specific emphasis being placed on Welfare traffic. Recommend EC appointments to the SEC. Coordinate the reporting and documenting of ARES activities. Be fully conversant in NTS routing and procedures as well as have a thorough understanding of the locale and role of all vital governmental and volunteer agencies that could be involved in an emergency.

## GLOSSARY

---

**Division of Emergency Management (EM)** - The Minnesota state agency tasked with protecting the general public from the effects of natural or man-made disasters.

**Emergency Broadcast System (EBS)** - A voluntary network of broadcast stations and interconnecting facilities, which have been authorized by the Federal Communications Commission to disseminate information during an emergency, as provided by the Emergency Broadcast System Plan. EBS is made up of AM, FM, and TV Broadcast Stations and non-governmental electronic communications operating in a voluntary organized manner during natural/man-made emergencies or disasters at national, state, or local levels. This system keeps the public informed.

**Emergency Coordinator (EC)** - The EC is responsible for promoting the ARES as a voluntary non-commercial communications service. Manages and coordinates the training, organization and emergency participation of interested amateurs. The EC establishes a working relationship with federal, state, county, city governmental and private agencies. Determines what agencies are active in the local area and evaluates each of their needs. Discusses planning with the Section Emergency Coordinator and then with each of the agencies served. Develops detailed local operational plans with served agency officials in the ARES jurisdiction that set forth precisely what each of your expectations are during a disaster operation. The EC also establishes protocols for mutual aid with nearby ARES organizations. Establishes an emergency traffic plan, with Welfare traffic inclusive, utilizing the National Traffic System as one active component for traffic handling. Establish an operational liaison with local and section nets, particularly for handling Welfare traffic in an emergency situation. In times of a disaster, evaluates the communications needs of the jurisdiction and responds quickly to those needs. The EC will assume authority and responsibility for emergency response and performance by ARES personnel under his/her jurisdiction. Works with other non-ARES amateur provider groups to establish mutual respect and understanding, and a coordination mechanism for the good of the public and amateur radio. The EC reports regularly to the SEC, as required.

**Emergency Management** - Organized analysis, planning, decision-making, assignment, and coordination of available resources to the mitigation of, preparedness for, response to, or recovery from major community-wide emergencies. Refer to local and state emergency legislation.

**Emergency Management Coordinator (EMC)** - The Emergency Response person responsible to the Direction and Control Group for coordinating the response activities of the combined government, industry, and public forces at work in the disaster.

**Emergency Medical Services (EMS)** - Local medical response teams, usually rescue squads or local ambulance services which provide medical services during a disaster.

**Emergency Operations Center (EOC)** - The protected site from which civil government officials (municipal, county, State, and Federal) exercise centralized direction and control in an emergency. Operating for an EOC is a basic emergency management concept. The person-in-charge of the disaster directs the response from this location, and all community officials assigned primary emergency response tasks coordinate their actions from this center. The EOC also serves as a Resource Center and coordination point for additional field assistance. The EOC may be partially activated with key staff persons meeting periodically, or it may be fully activated, thus operating on a continuous 24-hour basis, depending on the situation.

**Emergency Response Plan (ERP)** - An all-hazards document, which briefly, clearly, and concisely specifies actions to be taken or instructions to be given in the event of natural disasters, technological accidents, or nuclear attack. The plan identifies authorities, relationships, and the coordinated actions to be taken based on predetermined assumptions, objectives, and existing capabilities.

**Emergency Public Information** - Information disseminated primarily in anticipation of an emergency, or at

---

## GLOSSARY

---

the actual time of an emergency; in addition to providing information as such, frequently directs actions, instructs, and transmits direct orders.

**Emergency Volunteers** - People, generally unaffected by a emergency/disaster situation who wish to offer their assistance in any way possible.

**Evacuation** - A population protection strategy involving orderly movement of people away from an actual or potential hazard.

**Exercise** - Maneuver or simulated emergency condition involving planning, preparation, and execution for the identification of areas of strength and weakness for improvement of emergency plan (EOP).

**Extremely Hazardous Substance** - EPA list of 300-plus substances named in SARA section 302(a)(2). Section 302, 303, and 304 of CERCLA apply to these substances. Length of list may be altered by EPA review process.

**Federal Emergency Management Agency (FEMA)** - A federal agency tasked with national emergency preparedness and disaster response. Responsibilities include assistance in all aspects of community planning, preparedness and response to the full range of likely disasters and emergencies, including recommendation for a Presidentially declared disaster area and administration of disaster funds. They provide expertise and administrative skills in community preparedness and planning via state emergency offices. It also deals in flood insurance, temporary emergency housing, training of state and local emergency response personnel and funding of preparedness projects and functions.

**General Statute (G.S.)** - The specific form of state law that is codified and recorded for reference.

**Hazard Analysis** - A process used by emergency managers to identify and analyze crisis potential and consequences.

**Hazard Identification** - The Hazard Identification provides a structured approach for identifying those hazards judged by local officials to pose a significant threat to their jurisdiction.

**Hazardous Materials (HAZMAT)** - any substance or material in a particular form or quantity which the Secretary of Transportation finds may pose an unreasonable risk to health, safety, and property.

**Health Insurance Portability and Accountability Act (HIPAA)** - The Health Insurance Portability and Accountability Act (HIPAA) was enacted by the U.S. Congress in 1996. According to the Centers for Medicare and Medicaid Services' (CMS) website, Title I of HIPAA protects health insurance coverage for workers and their families when they change or lose their jobs. Title II of HIPAA, the Administrative Simplification provisions, requires the establishment of national standards for electronic health care transactions and national identifiers for providers, health insurance plans, and employers. The AS provisions also address the security and privacy of health data. The standards are meant to improve the efficiency and effectiveness of the nation's health care system by encouraging the widespread use of electronic data interchange in the US health care system.

**Hurricane** - Pronounced rotary circulation, constant wind speed of 74 miles per hour (64 knots) or more.

**ICS** - Incident Command System: combination of facilities, equipment, personnel, procedures, and communication operating within a common organizational structure with responsibility for management of assigned resources to effectively direct and control the response to an incident. It is intended to expand as situation requires larger resources without requiring a new reorganized command structure.

## GLOSSARY

---

**In-Place Sheltering** - Directing of personnel to remain in a building or seek shelter in a building or structure, in lieu of evacuation, for protection from a life safety threat.

**Integrated Emergency Management System (IEMS)** - A system which allows improved capability by all levels of government to mitigate, prepare for, respond to, and recover from all disasters or emergencies.

**Material Safety Data Sheet (MSDS)** - Compilation of the health, flammability and reactivity hazards of a chemical. It is a legal document, required by the OSHA and SARA to be submitted to LEPC, SERC, and local fire department by chemical manufacturer or importer.

**Mitigation** - Is an activity that actually eliminates or reduces the probability of a disaster occurrence, or reduces the effects of a disaster. Mitigation includes such actions as, zoning and land use management, safety and building codes, flood proofing of buildings, and public education.

**Mutual Aid Agreements** - Formal or informal understanding between jurisdictions that pledge exchange of emergency or disaster assistance.

**National Contingency Plan (NCP)** - Term referring to the National Oil and Hazardous Substance Pollution Contingency Plan. Regulations prepared by the Environmental Protection Agency implement the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and the response system of the Clean Water Act (sec. 311); refer to 40 CFR Part 300. It establishes three organizational levels: the National Response Team (NRT), Regional Response Teams (RRT), and On-Scene Coordinators (OSC), and can be implemented using two sources of federal response funding. One fund enables the OSC to conduct oil spill activities, and the other is used for chemical releases.

**National Response Center (NRC)** - Established under the Clean Water Act and CERCLA, and operated by the U.S. Coast Guard. The NRC receives and relays notices of discharges or releases, disseminates reports when appropriate, and provides facilities for use in coordinating a national response action when required. For release reporting call 24-hours a day (800) 424-8802; in Washington, DC call (202) 426-2675.

**National Response Team (NRT)** - Organization of representatives from 14 federal agencies with responsibility for national planning and coordination of CERCLA objectives.

**NOAA** – National Oceanic and Atmospheric Administration.

**National Warning System (NAWAS)** - The Federal Warning System, used to disseminate warnings of imminent natural disaster or enemy attack into a Regional Warning System which passes it to the State Warning Points for action.

**National Weather Service (NWS)** - A Federal agency tasked with forecasting weather and providing appropriate warning of imminent natural disaster such as hurricanes tornadoes tropical storms etc.

**NRT-1** - Emergency Planning Guide issued by NRT, dated March 1987; fulfills Congressional requirement for unified Federal guidance document for HazMat emergency planning. It is the product of numerous inputs from state and local government, industry, emergency planners, environmental groups, and the public. Known to some as the "orange book", and is a key, central document for LEPC/SERC guidance.

**NRT-1A** - "Criteria for Review of Hazardous Materials Emergency Plans", issued by NRT in May 1988, to assist communities in assessing the effectiveness of their plans. Derived in part from FEMA documents such as CPG 1-8, 1-8a, and NRT-1.

**On-Scene Commander** - Official who directly commands and allocates local resources and supervises all local operations at the scene.

---



## GLOSSARY

---

**Public Affairs Officer (PAO)** – See PIO.

**Public Information Officer (PIO)** - On-scene official responsible for preparing and coordinating the dissemination of public information in cooperation with other responding Federal, State, and local government agencies.

**Recovery** - Activity involves assistance to return the community to normal or near-normal conditions. Short-term recovery returns vital life-support systems to minimum operating standards. Long-term

recovery may continue for a number of years after a disaster and seeks to return life to normal or improved levels. Recovery activities include; temporary housing, loans or grants, disaster unemployment insurance, reconstruction, and counseling programs.

**Regional Response Team (RRT)** - Established under CERCLA and operated under the NRT, chaired by EPA and co-chaired by Coast Guard; composed of representatives of Federal agencies and a representative from each state in the federal region.

**Response** - Activities occur immediately before, during, and directly after an emergency or disaster. They invoke lifesaving actions such as the activation of warning systems, manning the EOCs, implementation of shelter or evacuation plans, and search and rescue.

**Risk Analysis** - Assesses probability of damage (or injury) due to probable hazards, in light of the hazard analysis and vulnerability analysis.

**Section Emergency Coordinator (SEC)** – The SEC is responsible for encouraging all groups of community amateurs to establish a local emergency organization. Advises the SM on all section emergency policies and planning, including the development of a section emergency communications plan. Recommends candidates for EC and District Emergency Coordinator appointments (and cancellations) to the SM and determines areas of jurisdiction of each amateur so appointed. At the SM's discretion, the SEC may be directly in charge of making (and canceling) such appointments. The SEC can handle the OES appointments. The SEC promotes ARES membership drives, meetings, activities, tests, procedures, etc., at the section level. Collects and consolidates Emergency Coordinator (or District Emergency Coordinator) monthly reports and submits monthly progress summaries to the SM and ARRL Headquarters. Maintains contact with other communication services and serve as liaison at the section level with all agencies served in the public interest, particularly in connection with state and local government, civil preparedness, Federal Emergency Management Agency, Red Cross, Salvation Army, the National Weather Service, and so on.

**Shelter** - A facility to house, feed, and care for persons evacuated from a risk area for periods of one or more days. For the risk areas the primary shelter and the reception center are usually located in the same facility.

**Staging Area** - A pre-selected location having large parking areas such as a major shopping area, schools, etc. The area is a base for the assembly of and management of responding resources.

**Standard Operating Procedures (SOP)** - Set of instructions having the force of a directive, covering features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness, and implemented without a specific direct order from higher authority.

**State Emergency Response Plan** - Plan designated specifically for state-level response to emergencies or major disasters; which sets forth actions to be taken by the state and local governments, including those

## GLOSSARY

---

for implementing federal disaster assistance.

**Superfund Amendments and Reauthorization Act of 1986 (SARA)** - Act (PL99-499) reauthorizing the Comprehensive Environmental Response, Compensation, and Liability Act for another 5 years. Under Title III of SARA, new authorities are established for chemical emergency planning and preparedness, community right-to-know reporting, and toxic chemical release reporting.

**Threshold Planning Quantity (TPQ)** - The amount of an Extremely Hazardous Substance present in a facility at any one time which, when exceeded, subjects the facility to Emergency Planning Notification (sec.302).

**Threshold Report Quantity (TRQ)** - The amount of hazardous chemical present in a facility at any one time which, when exceeded, subjects the facility to the Hazardous Chemical Reporting requirements of 40 CFR 370. The threshold reduces over several years to a base value that will be the reporting level thereafter.

**Tier I or Tier II** - Inventory form for reporting Hazardous Chemicals (Sec. 312) and Extremely Hazardous Substances (Sec. 302). Tier II describes more detailed chemical quantity and location(s) within the facility.

**Tier III (of SARA)** - The "Emergency Planning and Community Right-to-Know Act of 1986". Specifies requirements for organizing the planning process at the State and local levels for specified extremely hazardous substances; minimum plan content; requirements for fixed facility owners and operators to inform officials about extremely hazardous substances present at the facilities; and mechanisms for making information about extremely hazardous substances available to citizens. (42 USC annot., sec.1101, et. seq.-1986)

**Traffic Control Points** - Places along evacuation routes that are manned to direct and control movement to and from the area being evacuated.

**Tropical Depression** - The rotary circulation at surface, highest constant wind 38 miles per hour (33 knots).

**Tropical Storm** - Distinct rotary circulation, constant wind speed ranges 39-73 miles per hour (34-63 knots).

**Tornadoes** - Spawned by hurricanes sometimes produce severe damage and casualties. If a tornado is reported in your area, a warning will be issued.

**Vulnerability** - The susceptibility to life, property, and the environment to damage as a hazard manifests its potential.

**Vulnerability Analysis** - Identifies what is susceptible to damage. Should provide information on: extent of the vulnerable zone; population, in terms of size and types that could be expected to be within the vulnerable zone; private and public property that may be damaged, including essential support systems and transportation corridors; and environment that may be affected, and impact on sensitive natural areas and endangered species.

**Warning Point** - A facility that receives warning and other information and disseminates or relays this information in accordance with a prearranged plan.

## ACRONYMS AND ABBREVIATIONS

---

### ACRONYMS AND ABBREVIATIONS

**AEC** - Assistant Emergency Coordinator

**ARC** - American Red Cross

**ARES** - Amateur Radio Emergency Service

**ARRL** - Amateur Radio Relay League

**CFR** - Code of Federal Regulations

**DEC** - District Emergency Coordinator

**EBS** - Emergency Broadcast System

**EC** - Emergency Coordinator

**EHS** - Extremely Hazardous Substance

**EM** - Emergency Management

**EMC** - Emergency Management Coordinator

**EMS** - Emergency Medical Services

**EMT** - Emergency Medical Technician

**EOC** - Emergency Operations Center

**EOP** - Emergency Operations Plan

**ERP** - Emergency Response Plan

**FCC** - Federal Communications Commission

**FEMA** - Federal Emergency Management Agency

**GS** - General Statute

**HAZMAT** - Hazardous Materials

**HIPAA** – Health Insurance Portability and Accountability Act

**IC** - Incident Commander

**ICS** - Incident Command System

**IDLH** - Immediately Dangerous to Life and Health

**IEMS** - Integrated Emergency Management System

## **ACRONYMS AND ABBREVIATIONS**

---

**LEPC** - Local Emergency Planning Committee

**MIMS** - Minnesota Incident Management System

**MSDS** - Material Safety Data Sheet

**NAWAS** - National Warning System

**NFPA** - National Fire Protection Association

**NIMS** - National Incident Management System

**NOAA** - National Oceanic and Atmospheric Administration

**NRC** - Nuclear Regulatory Commission

**NRP** - National Response Plan

**NRT** - National Response Team

**NTS** - National Traffic System

**NWS** - National Weather Service

**OES** - Official Emergency Station

**OSHA** - Occupational Safety and Health Act

**PAO** - Public Affairs Officer

**PIO** - Public Information Officer

**RRT** - Regional Response Team

**SARA** - Superfund Amendments and Reauthorization Act

**SERC** - State Emergency Response Commission

**SEC** - Section Emergency Coordinator

**SERT** - State Emergency Response Team

**SM** - Section Manager

**SOP** - Standard Operating Procedure

**SWP** - State Warning Point

**TLV** - Threshold Limit Value

**TPQ** - Threshold Planning Quantity

## **ACRONYMS AND ABBREVIATIONS**

---

**TRQ** - Threshold Reporting Quantity

**USCG** - United States Coast Guard