

York County Emergency Communications Team (YCECT) Operations Manual

March 12, 2025

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Document Objectives:	2
YCECT Mission:	2
The Organization:	3
Roles/Duties:	6
Training:	12
Credentialing Levels:	14
Summary of Activation Procedure:	15
Summary of Mobilization Procedures:	15
Purpose of the Execution Checklist:	16
Execution Checklist:	16
Contact Information:	22
Operational Procedures:	22
Managing Schedules and Assignments:	23
EMA Center Activities and Duties:	23
Activation Status Levels:	23
Communication Plan (ICS 217a):	24
Relay Form 213:	25
Situation Report (SITREP) Guidelines:	26
Purpose	26
Format	27

Transmission Guidelines	27
Example SITREP	27
ProWords:	27
RACES:	28
SHARES:	29
AUXCOMM:	30
Organization Structure During an Activation:	30
EMA Application Form:	31
Current Scheduled Training Opportunities:	31
Priority and Suggested Sequence of Training:	32

OVERVIEW

Document Objectives:

- The purpose of this document is to contain the key information that an individual would need to work with the YCECT (York County Emergency Communication Team) to provide emergency communications if called upon.
- This would include the organization structure, learning opportunities, and operational procedures.

YCECT Mission:

- The York County Emergency Communication Team is made up of volunteers who have a sincere desire to serve their community in the event of an emergency. The team is led by emergency management volunteers who are affiliated with and directed by the York County Emergency Management Agency. We are not affiliated with ARES or any club.

- Our mission is to serve our county, our towns, and our communities within York County. We welcome any licensed amateur radio operator with a sincere desire to serve his or her community during a time of need to volunteer to become a part of the team. We are an all-inclusive team regardless of political, racial, religious, or lifestyle differences. A productive, positive, and impartial attitude creates an atmosphere of mentorship and acceptance. A willingness to learn from one another and from our missteps without fear of judgment or criticism is paramount to success. In other words. . . the values that foster a team.
- Our purpose, our mission, is to be prepared to provide emergency communication for the York County Emergency Management Agency (YCEMA) and its partners in time of need. We train and encourage one another in basic to advanced amateur radio techniques so that we are prepared to keep the lines of communication open when other technologies fail or are overwhelmed.

The Organization:

We are a team of certified volunteers under the direction of the York County Emergency Management Agency. York County Emergency Management Agency relies on YCECT volunteers to supplement the County's emergency communications capabilities in the event of an incident or disaster.

In a YCEMA organizational chart, our team falls under the logistics Chief (David Francoeur)

To be able to contribute during an actual real-life activation led by the EMA you must be credentialed. This is a very simple process. Find the

form in the appendix. Return it to Neil and it will be processed and you will receive your EMA certification and ID badge.

YCECT may provide communications support using amateur radio, SHARES radio, and auxiliary communication to maintain the highest possible level of staff and equipment readiness.

- Misnomers - The organization operates in a hierarchical fashion and you have to be a HAM to participate. Neither of these is strictly true.
 - Misnomer 1 - Yes, there is a well-defined organization but on a day-to-day basis there is leadership but everyone interacts as peers. This does change in the case of an Emergency the York County Emergency Management Agency takes charge and the org structure is in place.
 - Misnomer 2 - YCECT is comprised of only amateur radio operators. Also not true, there are a number of roles needed to support our mission that do not require a radio or a license. Although there are a number of people who will be supportive of you in the process of studying for the test if you wish to move in that direction
- A later section will explain the skills and training for the differing roles.
- This is an opportunity to learn and expand your knowledge in terms of radio skills and emergency management know-how. There are a lot of mentoring and classes that you can leverage to improve your skills while giving back to the community.
- The day-to-day management structure should not be confused with a structure that is implemented during an emergency. More on that structure in the Appendix.

- A normal month consists of a meeting on the 3rd Tuesday at 6:30 pm at the YCEMA and a 2-meter voice NET on the other Tuesdays evenings at 7 pm. Following the voice NET there is an FSQ NET. The second Saturday of the month is dedicated to hands-on training, exercises, and other team activities. For more detail refer to “Current Scheduled Training Opportunities” and “Priority and Sequence of Training” sections in the appendix.
- Although the organization has official leadership levels, the practical operation is very flat supportive, and peer-driven. The team leadership positions are as follows:
 - Team Director: David Fanceour - KB1HUU Division Chief of Logistics and Recovery, Communications Chief; YCEMA
- Team Chief: Neil Tolman - K1NBT
k1nbt@yahoo.com
- Team Deputy Chief: Jeff Clark - KC1DRI
clark.0368@gmail.com
- Team Adviser: Ralph Sacco - KC1RWI
ralph@ralphsacco.com

PREPARATION

The most important factor to complete the team’s mission is preparation. Everyone needs to know what they are responsible for and have the skills and confidence to do it. Training and Team exercises are means to obtain the skills. This section provides an understanding of the roles, duties, and positions to “man our stations”.

Roles/Duties:

Note: the roles below are not positions. These are examples of the roles that may be needed in an incident. You may perform one role one moment and another the next or an individual may perform multiple roles such as FSQ operator and Traffic Coordinator.

As discussed the YCECT is very flat organizationally. Other than leadership roles everyone is volunteering to do what they can when they can. From people who coach to individuals who are just learning. If someone is qualified to perform a role that is what they do.

Facilitator

- Duties:
 - Track and log assignments
 - Log calls and activities at EMA
 - Coordinate and deliver messages at EMA
 - Other similar support duties
- Skills:
 - Basic computer use (word processing and spreadsheet software)
 - Organized
 - Communication skills
- Requirements and Credentialing
 - Be EMA certified
 - FEMA IS-100 Introduction to the Incident Command System
 - IS-700 Introduction to the National Incident Management System NIMS

Remote Operator:

- Duties:
 - Note: Likely to be a number of remote operators
 - Locate at an assigned site such as a shelter or other location.
 - Relay information from your location to EMA, another Remote Operator, or a Relay Operator during an activation

- Using FSQCall relay information from your location to EMA, another Remote Operator, or a Relay Operator if possible but also optional
- Skills:
 - Demonstrated ability to relay messages
 - Demonstrated ability using ICS-213 and ICS 309

Minimum Requirements and Credentialing

- Be EMA certified/RACES
- At least Technician Amateur Radio license
- FEMA IS-100 Introduction to the Incident Command System
- FEMA IS-700 Introduction to the National Incident Management System NIMS
- Emergency Communication Course
- HT or Mobile Radio with field antenna
- Optional but encouraged: FSQ capability, HF NVIS, Winlink

Resource Coordinator (Resource Net Control):

- Duties:
 - Run a resource net where individuals will check in for assignments and status when activated
 - Gather capabilities and availability of resources
 - Coordinate with the Administrator to keep track of assignments and scheduling
 - Stay informed as to the current status and communicate to the team when requested
 - This activity works much better when located at EMA, but can be performed from home if properly equipped
 - Skills:
 - Demonstrated ability to run a net
 - Demonstrated ability to use ICS-213 and IS-309
 - Requirements and Credentialing
 - Be EMA certified /RACES
 - FEMA IS-100 Introduction to the Incident Command System
 - IS-700 Introduction to the National Incident Management System NIMS
 - Emergency Communication Course

- At least Technician Amateur Radio license

Traffic Coordinator (Traffic NET Control)**:

- Duties:
 - Note: depending on the situation there may be multiple Traffic Coordinators - One per frequency
 - Run a traffic NET recording and relaying messages as needed during an activation Relay messages between EMA and Remote Operators as needed
 - This activity may be at the EMA, but can be performed from home or mobile if properly equipped
 - Skills:
 - Demonstrated ability to run a net
 - Demonstrated ability to use ICS-213 and IS-309
 - Requirements and Credentialing
 - Be EMA certified /RACES
 - FEMA IS-100 Introduction to the Incident Command System
 - IS-700 Introduction to the National Incident Management System NIMS
 - Emergency Communication Course
 - At least Technician Amateur Radio license
- ** Traffic relates to messages

FSQCall Operator:

- Duties:
 - Note: Expected to be at least one FSQCall Operator located at the EMA
 - Run an FSQ Station at EMA recording and relaying messages as needed during an activation
 - Communicate messages to and from Remote Operators and EMA
 - Relay FSQ messages between Remote Operators if needed. This activity will be at the EMA, but will also be performed from home or mobile if properly equipped
- Skills:
 - Demonstrated FSQ capability
- Requirements and Credentialing

- Be EMA certified /RACES
- At least Technician Amateur Radio license
- FEMA IS-100 Introduction to the Incident Command System
- IS-700 Introduction to the National Incident Management System NIMS
- Emergency Communication Course

Relay Operator:

- Duties:
 - Note: This will be needed if there are remote operators that can not reach EMA
 - Relay messages from areas were required
 - Locate at an assigned site (this can be at home or mobile if needed for relay based on propagation coverage)
 - Run a traffic net recording and relaying messages as needed during an activation
 - Relay messages between EMA and Remote Operators and between Remote Operators when needed
 - This duty is expected to take place in your home station
- Skills:
 - Demonstrated ability to relay messages
 - Demonstrated ability using ICS-213 and ICS 309
- Requirements and Credentialing
 - Be EMA certified /RACES
 - FEMA IS-100 Introduction to the Incident Command System
 - IS-700 Introduction to the National Incident Management System NIMS
 - Emergency Communication Course
 - At least Technician Amateur Radio license
 - Radio equipment that can fulfill the need with respect to coverage and backup power. Discussed by Team Chief for suitability

SHARES Operator:

- Duties: Operate SHARES radio on assigned government frequencies
 - Pass traffic to and from government agencies for the YCEMA

- Maintain confidentiality at security clearance level
- Skills:
 - Demonstrated the ability to operate according to the Coast Guard Radio Handbook
 - Demonstrated ability to pass voice traffic
 - Demonstrated ability operate WinLink
 - Demonstrated ability operate JS8Call
 - Demonstrated ability to operate encryption software
 - Demonstrated ability using ICS-213 and ICS 309

Minimum Requirements and Credentialing

- Be EMA certified
- Pass security clearance By CISA -(Cybersecurity Infrastructure Security Agency)

FEMA IS-100 Introduction to the Incident Command System

- FEMA IS-700 Introduction to the National Incident Management System NIMS
Emergency Communication Course

AUXCOM Operator:

- Duties:
 - Operate radio on assigned government, agency or Amateur frequencies
 - Pass traffic to and from government agencies for the YCEMA
 - Maintain confidentiality at the security clearance level
- Skills:
 - Demonstrated ability to operate according to Agency guidelines
 - Demonstrated ability to pass voice traffic
 - Demonstrated ability using ICS-213 and ICS 309

Minimum Requirements and Credentialing

- Be EMA certified (fill out the form and be accepted)
Agency protocol training
AUXCOM training
ICS Comm training

FEMA IS-100 Introduction to the Incident Command System

- FEMA IS-700 Introduction to the National Incident Management System NIMS

Emergency Communication Course

Team Chief

- Duties:
 - Planning, Recruitment, Encouragement, leadership, Coaching
- Skills:
 - Ability to cast a vision, lead and coach others. Foster teamwork.
- Requirements and Credentialing
 - Be EMA certified/RACES
 - FEMA IS-100 Introduction to the Incident Command System
 - IS-700 Introduction to the National Incident Management System NIMS
 - FEMA IS-800.d National Response Framework, An Introduction
 - IS-200 ICS for Single Resources and Initial Action Incidents
 - FEMA IS-300 (Optional)
 - Emergency Communication Course
 - At least Technician Amateur Radio license

Deputy Chief:

- Duties:
 - Planning, Recruitment, Encouragement, leadership, Coaching
- Skills:
 - Ability to cast a vision, lead and coach others. Foster teamwork.
- Requirements and Credentialing
 - Be EMA certified /RACES
 - FEMA IS-100 Introduction to the Incident Command System
 - FEMA IS-700 Introduction to the National Incident Management System NIMS
 - FEMA IS-800.d National Response Framework, An Introduction
 - IS-200 ICS for Single Resources and Initial Action Incidents
 - FEMA IS-300 (Optional)
 - Emergency Communication Course

- At least Technician Amateur Radio license

Team Adviser:

- Duties:
 - Provide Encouragement, Chiefship, Coaching in a specific area of expertise.
- Skills:
 - Ability to coach and encourage others. Foster teamwork.
- Requirements and Credentialing
 - Be EMA certified /RACES
 - FEMA IS-100 Introduction to the Incident Command System
 - FEMA IS-700 Introduction to the National Incident Management System NIMS
 - FEMA IS-800.d National Response Framework, An Introduction
 - IS-200 ICS for Single Resources and Initial Action Incidents
 - FEMA IS-300 (Optional)
 - Emergency Communication Course

Training:

YCECT Training Guidelines:

- Individuals volunteering their services, and/or their equipment should also meet the following:
- Complete and submit a volunteer application and
- Participate in as many meetings, training sessions, nets, simulated emergency tests, public service events, and emergencies/disasters as time and availability permits.
- In addition to the above, within one year of joining YCECT, new team volunteers will complete the following courses.
 - IS-100 Introduction to the Incident Command System
<https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>

- IS-700 Introduction to the National Incident Management System NIMS <https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b>
- All members of the YCECT leadership will, within one year of their appointment, complete the following courses:
 - IS-200 (Basic Incident Command System) <https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c>
 - ARRL ARECC EC-002 or Maine Emergency Communications Course Level 2 or equivalent
- In addition, the YCECT Chief and Assistant YCECT Chief will complete the following:
 - ARRL ARECC EC-003 or the Maine RACES leadership Course or equivalent
 - IS-800 (Introduction to the National Response Framework) <https://training.fema.gov/is/courseoverview.aspx?code=IS-800.c>
 - (Optional) ICS-300 (Intermediate Incident Command System)

Certification and Credentialing

- Certification of York County Emergency Communications personnel will be made through the YCEMA, YCECT Chief and Assistant YCECT Chief.
- Certification will be via the following: Records of External Training: External training will include those courses taken by the YCECT member from outside sources to include, but not limited to the ARRL, Maine ARRL Section, RACES, the National Weather Service and FEMA Independent Study Courses. Members will provide copies of all certificates of training to the YCECT Chief or Assistant YCECT Chief who will provide them to the York County Emergency Management Agency (YCEMA) upon request. Records of Internal Training: Internal training will include those courses

offered by YCECT or their served agencies. YCECT will retain a copy of training completed by its members at regular and special meetings. YCECT members will provide copies of all certificates of training to the YCECT Chief and Assistant YCECT Chief. Credentialing of YCECT personnel will be made through the York County Emergency Management Agency.

Credentialing Levels:

- Trainee — A new team member with no prior training in emergency communications
- Responder — Has met training requirements for the role assigned.
- Leadership — Has met all training requirements for the leadership level in YCECT.
- Management — Has met all requirements for the Management level in YCECT.
- Senior Management — Has met all requirements for the Senior Management level in YCECT.

Credentialing of members for YCECT and RACES will be via an identification badge issued by the YCECT Chief and/or Assistant YCECT Chief and York County Emergency Management Agency. Verification of credentialing certifications, training, and licenses will be accomplished through the YCECT Chief and/or Assistant YCECT Chief and York County Emergency Management Agency Personnel. Credentialing and certification records will be maintained by YCECT Chief.

ACTIVATION, MOBILIZATION, AND EXECUTION

Summary of Activation Procedure:

Any member of YCECT who, for any reason, suspects a communication emergency exists should monitor the 147.345 PL -123.0 repeater for net activity and/or announcements. (In case of repeater failure, monitor 147.540 simplex). GMRS users should monitor repeater 462.6000 +162.2. (In case of repeater failure, monitor 462.5500 simplex). If local telephone service is available, the YCECT Chief and Assistant YCECT Chief should be notified by telephone. In an emergency in which the team might serve the community, the YCECT may be alerted by a served agency. Served agencies have the authority to activate YCECT for duty in an emergency.

Self-activation of Emergency Communication team members is discouraged.

Summary of Mobilization Procedures:

If telephone service is available, a telephone recall/alert will be initiated by the team chief and/or deputy team chief(s).

Upon awareness or notification that a communications emergency exists, available members of YCECT will call into the York County Emergency Communication NET on the 147.234 PL 123.0Hz repeater. If, for any reason, the repeater is not in operation, a NET will be called on 147.540 simplex.

If telephone service is available, members not having 2-meter capability will call the YCECT Chief or deputy Chief and notify him/her of their availability.

YCECT members will be advised where to report for duty. The AEC for Operations will prepare the appropriate ICS forms for YCECT operations during the incident. Copies will be forwarded to the Incident Communications Unit for inclusion into the Incident Communications Plan (ICS 217a).

The YCECT Chief or deputy Chief or designee will assume net control or designate another station as net control station (NCS). This station (NCS) is designated as a "Key Station" and will be extensively utilized during a communications emergency. Key Stations should have full emergency power capability with relief operators assigned to ensure continuous operations.

Purpose of the Execution Checklist:

This checklist is a standardized set of steps to be followed running up to during and after an incident. This checklist is expected to change and improve based on the results of tests and activations.

The purpose is to take the mystery out of the process so everyone knows what will happen. A checklist is also a good way not to miss something in hectic times. In addition, it will call out the documented processes and forms needed to support the activity.

The section is not intended to educate, inform or describe individual processes. These processes are contained in YCEMA documentation that will be referenced in the checklist. To get the most out of this list is to have read the supporting material about the YCECT and a level of understanding of the FEMA process and organization. This to give context to how our efforts fit into the broader picture.

Execution Checklist:

Step	Task	Person/ Role	Notes	References
	LEVEL 0 (Green)		Color Level for "Radio Team"s	See Activation Status Levels Section
	Validate all processes in place and team prepared	Chief or Deputy	Building team and skills	See Training Section
	LEVEL 1 (Yellow)		Possible Activation	See Activation Status Levels Section
	Monitor	Chief or Deputy	Weather, news 201 Incident briefing, etc.	
	Obtain Color change from Tactical Section Cheif (Dave)	Chief or Deputy		
	Update Status on http:// k1nbt.com	Chief or Deputy		
	Communicate to team status and potential activation	Chief or Deputy	Reminders check equipment, ready kits, etc.	

	Initial Planning (contingency). Includes Initial ideas about assignment requirements.	Chief and Volunteers	Based on the coming event type, consider special needs.	See Managing Schedules and Assignments Section
	Review resource lists call trees etc	Chief and Volunteers		See Managing Schedules and Assignments Section
	LEVEL 2 (Orange)			See Activation Status Levels Section
	Obtain Color change from Tactical Section Chief (Dave)	Chief or Deputy		
	Update Status on http://k1nbt.com	Chief or Deputy		
	Communicate to team regarding activation, conditions, needs	Chief or Deputy	Message for all	

	Fill key roles for first shift such as relay points and EMA center positions	Chief and Volunteers	Reach out to individuals if needed	See Managing Schedules and Assignments Section
	Clarify communication plan	Chief and Volunteers	Were to meet and get status if communications down prior to Red activation	
	Notify teams regarding timing	Chief and Volunteers	Teams to make arrangements	
	Assess and document team readiness, capabilities, and availability	Chief/ Deputy Facilitator	On an individual basis	See Managing Schedules and Assignments Section
	Communicate how team should monitor status	Chief or Deputy		
	Hunker down, stay safe and check equipment	Everyone		

	LEVEL 3 (Red)			http://k1nbt.com - Activation Status Levels
	Obtain Color change from Tactical Section Chief (Dave)	Chief or Deputy		
	Update Status on http://k1nbt.com	Chief or Deputy		
	Call a Resource Net	Resource Coordinator (Resource Net Control)	Give and track assignments. This activity will launch Traffic nets etc.	Operational Procedures in Appendix
	Follow com instructions monitor net for status and assignments	Team		Operational Procedures in Appendix

	Execute Operational Procedures	Team	Includes giving tracking, monitoring assignments, tracking personnel, staffing monitoring breakout frequencies, tweaking assignments and broadcast status and vital info	-Operational Procedures -Communication Plan -Relay Form and ProWord -Managing Schedules and Assignments -EMA Center Duties and Assignments All in Appendix
	Level 4 (Demobilization)			
	Confirm with YCEMA to close net	Chief or Deputy		
	Perform Hot Wash, Publish findings and to- dos	Chief and Team	Also allows the team to share experiences and decompress	
	Deliver Report to EMA	Chief, Deputy, Facilitator		

APPENDIX

Contact Information:

Email - k1nbt@yahoo.com

Additional Info <https://k1yem.com/index.html>

Operational Procedures:

The operational procedures are the heart blood of the entire operation yet it is the easiest to document. When everyone is trained, organized, and assigned the operation procedure consists of “everyone doing their job”.

Once the initial assignments are made everyone relays and responds to traffic as they were trained and practiced. There are no steps to follow or checklists to maintain from a procedural point of view.

The Resource Coordinator calls and manages the Resource Net. The facilitators are tracking and logging messages. A traffic net may be established and the Traffic Coordinator will run it while Remote Operators pass messages to the EMA or to a Relay Operator. The SHARES and AUXCOMM operators will pass information to and from the EMA and government entities. Similarly, an FSQCall net may be established and controlled by the FSQ Coordinator.

The Chief is directing the operation in coordination with the EMA.

On-the-fly decisions will be made regarding starting a new net for some reason, switching frequencies, methods, or modes, and so on.

Remember roles are not positions. Individuals may be performing multiple roles. The Chief may be also acting as an FSQ Coordinator for example.

Overall, individuals are assigned their roles, duties, and locations and begin transferring traffic and capturing and logging in accordance with YCECT documentation and training.

Managing Schedules and Assignments:

This section is incomplete and needs to be developed by those who would be in the Administrative/Support role (the Facilitators).

EMA Center Activities and Duties:

This section is incomplete and needs to be developed by those who would be in the Administrative/Support role (the Facilitators).

Activation Status Levels:

The YCECT has adopted seven levels of status to better inform members and teams of impending actions within York County, Maine, and out of state. This will allow members and teams to judge, in an approximate time frame, the extent of the involvement they will be requested to respond to.

Level 0 (Green) - No Operations/Normal. No emergency exists and members are not required to activate.

Level 1 (Yellow) — Notification of possible activation. This will be a situation advisory and does not mean YCECT will be activated. There will be no time frame attached to this level. Members and

teams will be requested to monitor certain nets and frequencies and to update call trees, as required. Members and teams are requested to check all equipment, ready kits and operations plans for possible activation.

Level 2 (Orange) — Notification of probable activation. An approximate time frame will be given with this level. It allows YCECT members an opportunity to take time off from work, rearrange schedules, etc. Definite net times and frequencies will be set, staging areas will be announced, as well as mission details.

Level 3 (Red) — Notification of activation. This will put into motion call trees and nets to coordinate the activation of YCECT members and teams in accordance with prescribed York County procedures.

Level 4 (Blue) — Demobilization. This will put into action the demobilization of YCECT responders after operations have ceased.

SKYWARN — This is a special activation that will be implemented at the request of the National Weather Service to solicit severe weather and damage reports. A SKYWARN net may or may not be called on the York County Emergency Communication primary repeater or simplex frequency at the discretion of the EC. All YCECT members should monitor the daily HWO (Hazardous Weather Outlook) from the NWS for information regarding the need for spotter activation.

RACES - In a circumstance that falls under President's War Emergency Powers Act those team members that have been so credentialed by the York County EMA for RACES would be activated.

Communication Plan (ICS 217a):

For Current Version <https://k1yem.com/links.html> then click ICS-217a YCECT (Communication Resources)

YCECT COMMUNICATIONS RESOURCES (ICS 217A), Adapted for YCECT

Function	Name	Freq PL	Mode	Emergency Check Times	Remarks
Repeater	KB1PRG	147.345 +123.0	A	On the hour	YCECT Default Repeater
Auxiliary Repeater	Voice	444.850 +103.5	A	Auxiliary Voice	Auxiliary Repeater
Auxiliary Repeater	Voice	145.410 -103.5	A	Auxiliary Voice	Auxiliary Repeater
1 st 2m Simplex	Voice	147.540	A	On the 1/2 hour	Default YCECT Simplex 2m voice
2 nd 2m Simplex	FSQCall	146.445	A	Any	FSQCall
3 rd 2m Simplex	Voice	147.570	A	Auxiliary Voice	Freq Shared with Stratford Cnty NH ARES
1 st 70cm Simplex	Voice	446.075	A	Auxiliary Voice	Auxiliary Voice
2 nd 70cm Simplex	Voice	446.175	A	Auxiliary Voice	Auxiliary Voice
Digital HF	FSQCall	3.594* 7.104*	FSQ	Any	FSQCall
Coastal Repeater	KCIETT	448.025 -103.5	A	Auxiliary Voice	Coastal Repeater
GMRS Repeater	Fort Ridge	462.600 +162.2	A	45 after the hour	Fort Ridge GRMS Repeater
GMRS Simplex	Ch 15	462.5500	A	Auxiliary Voice	Auxiliary Voice 50w max
GMRS Simplex	Ch 16	462.5750	A	Auxiliary Voice	Auxiliary Voice 50w max
Packet Node	K1DQ-15	145.730	Packet	Any	Shapleigh
Packet Node	KCIETT-15	145.730	Packet	Any	Wells Beach
Packet Node	AA1LO-15	145.730	Packet	Any	Wells
DMR Repeater	Shapleigh Local	145.110-600 Color Code 4	DMR	Any	Talk Groups: Local 9, Time Slot 2 (Just Shapleigh - No Internet Required)
DMR Simplex	DMRSPX 510	145.790 Color Code 1	DMR	Auxiliary Voice	Time Slot 1 Color Code 1 Talk Group 99
<p>- Check times in RED indicate optimal times to listen for net activity in an emergency. Times are to conserve battery power under emergency conditions. - Statewide EMCOM voice HF: 3940 kHz LSB / 7262 kHz LSB - Statewide 2 meter calling/coordination: 146.520 Simplex</p>					
<p>Prepared by: Name: K1NBT Neil Tolman k1nbt@yahoo.com https://k1yctm.com/index.html</p>					

Relay Form 213:

https://training.fema.gov/emiweb/is/icsresource/assets/icsforms/icsform213_generalmessage_v3.pdf

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position):		
3. From (Name and Position):		
4. Subject:	5. Date:	6. Time
7. Message:		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	

Situation Report (SITREP) Guidelines:

Purpose

A Situation Report (SITREP) provides essential information about current conditions during an emergency. It allows operators to quickly communicate their status, capabilities, and needs to the Emergency Operations Center (EOC) or Net Control.

Format

SITREPs should be brief, factual, and follow this structure:

1. Identification: Your callsign and location
2. Priority/Status: Personal safety and station operational status
3. Conditions: Local conditions (weather, damage, etc.)
4. Resources: Available resources and needs
5. Actions: Actions taken or planned
6. Recommendations: If applicable

Transmission Guidelines

- Keep transmissions brief and to the point
- Follow proper net protocols
- Use appropriate precedence based on urgency:
 - Emergency: Life and death urgency
 - Priority (P): Important messages with specific time limits
 - Welfare (W): Health and welfare inquiries from disaster areas
 - Routine (R): Standard communications during normal operations

Example SITREP

K1NBT, Neil Tolman, Shapleigh

SITREP #1 - 0930 EDT March 12, 2025

Priority/Status: Routine - All operators safe, station fully operational

Conditions: Minor wind damage in area, roads passable, power out in neighborhood

Resources: Operating on generator power with fuel for 7 days, adequate food and water

Actions: Monitoring 147.345 repeater, FSQCall operational on 146.445

Recommendations: None at this time, no assistance needed

When transmitting a SITREP, listen for acknowledgment and be prepared to clarify any information if requested by Net Control.

ProWords:

ALL AFTER - all that which follows

ALL BEFORE - all that which proceeds

BREAK - Indicates the separation of the text from other portions of the message

COUNT – Number of words and number groups in the message

CORRECT - You are correct or what you have transmitted is correct

FIGURES - Numerals

FROM - The originator of this message

I SAY AGAIN - I am repeating transmission or portion indicated

I SPELL - I spell the next word phonetically

MESSAGE - The text of the message follows

MORE TO FOLLOW - Transmitting station has additional traffic for the receiving station

OUT - End of my transmission to you and no answer is required or expected. OVER - End of my transmission to you and a response is expected

ROGER - I have received your last transmission satisfactorily

SAY AGAIN - Repeat your last transmission.

SPEAK SLOWER - Your transmission is at too fast a speed. Reduce speed of transmission

TIME - Time of Message transmission TO - The addressee

WAIT - I must pause for a few seconds.

WILCO - I have received your signal, understand it, and will comply.

(To be used only by the addressee. Since the meaning of ROGER is included in that of WILCO, the two prowords should not be used together.

RACES:

Radio Amateur Civil Emergency Service (RACES) is administered by the Federal Emergency Management Agency (FEMA) of the United States government, is a part of the Amateur Radio Services that provides radio communications for civil-preparedness purposes only, during periods of local, regional, or national civil emergencies. These emergencies are not limited to war-related activities but can include natural disasters such as fires, floods and earthquakes.

As defined in the rules, RACES is a radio communication service, conducted by volunteer licensed amateurs, designed to provide emergency communications to local or state civil-preparedness agencies. It is important to note that RACES operation is authorized by the FCC at the request of a county, state, or federal agency in the event of an emergency communications situation. In York County When operating under RACES, we are under the direction of our EMA Communication Chief supporting the EMA.

The Radio Amateur Civil Emergency Service (RACES) is a standby radio service provided for in Part 97.407 of the Federal Communications Commission (FCC) rules and regulations governing amateur radio in the United States.

During an emergency, RACES is operated under the direct control of the activating emergency management office. RACES is authorized by Section 606 of the Communications Act of 1934 as amended by Part 97.407 of the FCC. RACES guidance is also provided by FEMA document CPG1-15.

SHARES:

SHARed RESources High Frequency (HF) Radio program(SHARES)requires a security clearance and operates on government frequencies. The SHARed RESources (SHARES) High Frequency (HF) Radio program provides an additional means for users with a national security and emergency preparedness mission to communicate when landline and cellular communications are unavailable. SHARES members use existing HF radio resources to coordinate and transmit messages needed to perform critical functions, including those areas related to leadership, safety, maintenance of law and order, finance, and public health.

An amateur radio license comes with responsibilities and regulations. RACES and SHARES are a step up and beyond in commitment and

training. Both require an increased level of confidentiality. Both are radio services that go up and beyond normal amateur radio.

AUXCOMM:

Auxiliary Communications - The Department of Homeland Security National Incident Management System (NIMS) compliant program adopted AUXCOMM for all auxiliary emergency/public service communications within most states. AUXCOMM encompasses amateur radio, RACES, CERT Team communications, citizens band, and other non-public safety communications services.

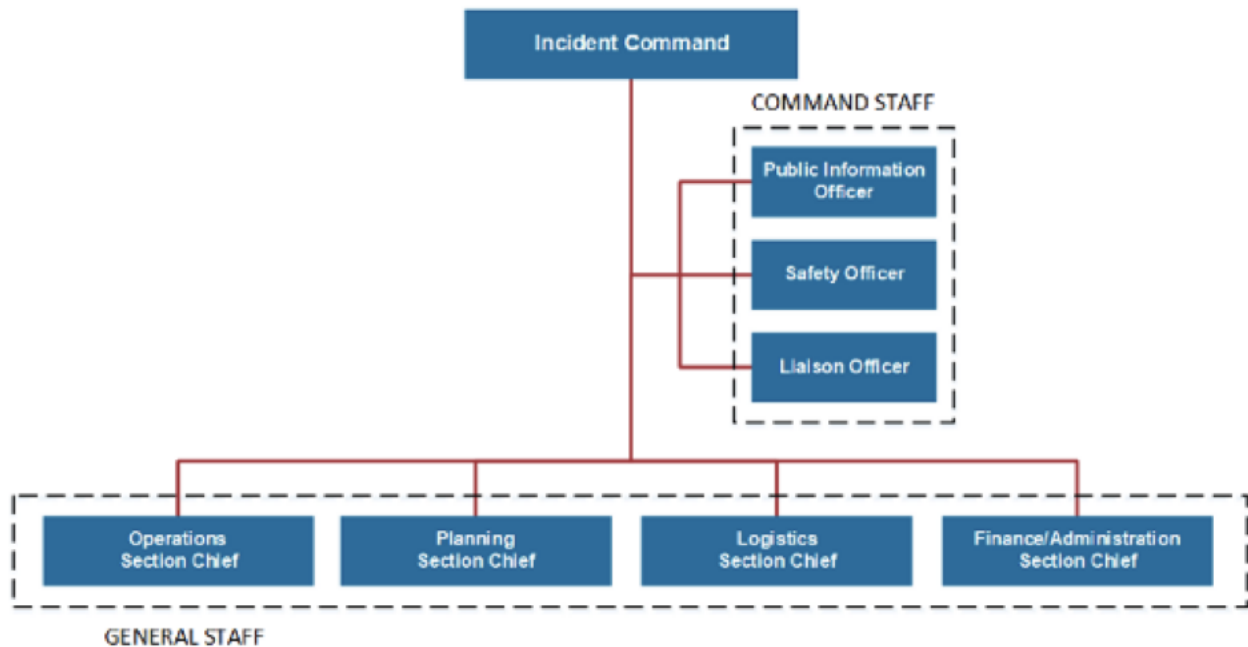
While AUXCOMM stands for Auxiliary Communications, it is considered a Primary Emergency Communications asset and is overseen by qualified amateur radio personnel. Some state AUXCOMMs are tasked with establishing county AUXCOMM units led by appointed and qualified volunteer AUXCOMM Coordinators. The AUXCOMM program can replace RACES and ARES programs within a state.

Organization Structure During an Activation:

FEMA methodology is utilized during an activation. YCECT activity falls under the logistics Chief. A lot more on this topic is found in the training specifically:

- IS-100 Introduction to the Incident Command System <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>
- IS-700 Introduction to the National Incident Management System NIMS <https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b>

The ICS Organization Chart looks like this:



EMA Application Form:

http://k1nbt.com/uploads/1/3/0/2/130224820/ycema_volunteer_application_2021.pdf

Current Scheduled Training Opportunities:

3rd Tuesday 6:30 pm Meeting at YCEMA

2nd Saturdays 1 pm Training at YCEMA

Tuesday - VHF Tuesday night training net and FSQ NET K1NBT

Neil <https://www.qsl.net/zl1bpu/MFSK/FSQweb.htm>

Winlink, fldgi training nets will need to be rescheduled.

Note: Most of us are not available every night of the week for training and not all of us are ready to tackle all of these modes. It's best to take things a step at a time and become proficient at one thing and then move to the next.

Priority and Suggested Sequence of Training:

Track One: All Team Members:

Basic overview for both facilitators and radio operators.

I. EMA Volunteer Certification.

II. YCECT Operations Manual: [ycect_operations_manual.pdf](#)

III. Free On-line FEMA Courses <https://training.fema.gov/is/>

IS-100.C, Introduction to the ICS

IS-700.B, National Incident Management System (NIMS), an Introduction

IS-800.D National Response Framework, An Introduction

IS-200.C Basic Incident Command System for Initial Response

Track Two: RACES - Radio Amateur Civil Emergency Service personnel are EMA certified volunteer licensed amateur radio operators who provide radio communications during incidents and emergencies. Typical order of equipment needs and skills.

2m Equipment:

Hand-held, deployable field antenna, mag-mount antenna

Mobile transceiver

Digital hook-up (Signalink/Digirig or similar interface)

2m Skills:

Voice protocol - both repeater and simplex.

ATU phonetics

Net Control

FSQCall

HF NVIS Equipment:

HF Transceiver, antenna capable of NVIS both voice and digital

Mobile HF Transceiver, deployable antenna capable of NVIS

HF NVIS Skills:

Voice

FSQCall

Track Three: AUXCOMM is the official name given by Homeland Security to Amateur Radio operators specially trained to augment first responders during declared emergencies.

Track Four: SHARES is a CISA security and emergency preparedness program to communicate when landline and cellular communications are unavailable. Requires security clearance beyond volunteer certification. Operators use existing HF radio resources to coordinate and transmit messages needed to perform critical functions related to leadership, safety, maintenance of law and order, finance, and public health during a declared disaster or incident.