EMERGENCY OPERATIONS PLAN

STORY COUNTY AMATEUR RADIO EMERGENCY SERVICE®

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1. Definitions

ARES® – Amateur Radio Emergency Service
AEC – Assistant Emergency Coordinator
EC – Emergency Coordinator
ER – Emergency Room
EOC – Emergency Operations Center
EMA – Emergency Management Agency
FCC – Federal Communications Commission
HIPAA – Health Insurance Portability and Accountability Act
IC – Incident Commander
ICS – Incident Command System
MICS – Mobile Intensive Care Services
MURS – Multi-Use Radio Service
NIMS – National Incident Management System
NWS – National Weather Service
SKYWARN® - NWS volunteer program for trained severe weather spotters

2. Scope

This document provides a general plan for ARES amateur radio operators within Story County to support an emergency situation or other event. There are two local documents that guide ARES response expectations in Story County: the *Story County Emergency Management Agency and Story County Amateur Radio Emergency Service Memorandum of Understanding (*available in Appendix F) and the *Story County Comprehensive Emergency Operations Plan, Emergency Support Function 2 – Communications*. The Comprehensive Emergency Operations Plan establishes the expectation that Story County ARES will provide trained radio operators within three hours of a request to the American Red Cross office in Ames, provide a communications operations specialist within three hours of a request to the Story County EOC in Nevada, and provide one complete mobile VHF communications station and trained radio operators within four hours of a request to any location in Story County. These VHF systems and all responding trained radio operators will be self-sufficient for operations up to 24 hours. Operations beyond 24 hours can expect some level of support from the served agency.

A detailed procedure for specific emergencies or activities (such as SKYWARN®) may be defined in a separate Standard Operating Procedure. This plan is not intended to be the “last word” in emergency operations, but to be a resource in planning and operations. It is not the intent of this plan to limit the action of an amateur who is on site and best able to assess the prevailing conditions.

This plan is intended to be updated periodically, especially the appendices, on an as-needed basis. Any additions, deletions or corrections should be brought to the attention of the ARRL ARES Emergency Coordinator for Story County.

3. Pre-Activation

3.1 Basic Deployment Equipment, Personal Gear, and Supplies

All ARES members should have a “go-kit” or “jump-kit” with a minimum set of equipment, personal gear, and supplies ready to be able to respond quickly and be fully prepared to handle a self-sufficient emergency assignment for operations up to 24 hours. Below is a suggested list of items to include as a minimum in a “go-kit”:

VHF handheld radio
Alkaline battery pack and alkaline batteries for handheld
VHF magnet mount or roll-up j-pole antenna and coax
Headphones or speaker microphone with earphone
Paper and pencil
FFC Amateur Radio License copy
Manual or quick reference card for VHF handheld
Clothing appropriate for the expected weather
Food and water for 24 hours
Personal first aid kit and toiletries
Personal medications for 24 hours
Sunscreen and insect repellent

3.2 Developing Emergency Situations

Story County amateurs who become aware of a developing emergency situation in which amateur radio support may be requested should:

Monitor the 147.240 MHz (tone 114.8) +0.6 offset repeater. If the 147.240 repeater is not functional, amateurs should monitor the 147.075 (tone 114.8) +0.6 offset repeater, or 146.430 MHz simplex. Limit non-essential conversations (rag-chews) to make it easier for other stations to monitor. Also periodically check email, if available, for situational updates.

4. Emergency Activation Procedure

4.1 Request to Activate

Formal activation of emergency activities begins upon the request of Story County EMA or other served agency. To activate Story County ARES, served agencies should refer to Appendix E for the Story County ARES Served Agency Contact Resource. Requests should first be directed to the EC for Story County, next to the AECs, the District Emergency Coordinator, and finally to Story County Emergency Management.

4.2 Authorization to Activate

Formal emergency activities begin upon the request of Story County EMA or any served agency. A decision to activate may also be made by the EC or when it is apparent that an emergency exists or is imminent requiring the utilization of amateur radio. If the EC or the AECs cannot be reached, any ARES member with these procedures is encouraged to begin informal operations if the need for assistance is obvious.

4.3 Activation Procedure

The following steps should be taken to activate an amateur radio response to an emergency:

- Requesting agency will attempt to notify the EC, AECs, DEC, or via telephone or other means.
- The EC or an AEC will notify all Story County ARES members via the Phonevite.com emergency notification system for immediate activation or via email for non-immediate notification messages. Specific instructions for using Phonevite.com are available in Appendix D. Email addresses are available in the Story County ARES roster in Appendix H.
- A formal net will be established on 147.240 MHz (tone 114.8) +0.6 offset and notify all amateurs monitoring. Alternate repeater: 147.075 MHz (tone 114.8) +0.6 offset. If the 147.240 or 147.075 repeaters are not functional or are occupied by another net, operations should begin on 146.430 MHz simplex. See Appendix C for the Suggested Emergency Net Script.

5. Operational Procedures

5.1 Command and Control

Whenever Story County ARES is activated, all amateurs serve under the operational control of the EC or an AEC who will assign individual operators to the incident to meet resource requests. This will be especially important if there are multiple resource requests from multiple incidents. Other operational decisions could include which amateur frequencies or repeaters are available to each incident, the reassignment of amateurs to address more critical resource requests, the removal of individual amateurs for inappropriate conduct, or to suspend operations due to safety concerns. The EC or an AEC are ultimately responsible for the safety of all amateurs under their control. Operational decisions will be coordinated with EMA, the requesting jurisdiction, or the served agency.

Once an amateur is assigned to an incident, tactical decisions for their individual operations are provided by EMA, the requesting jurisdiction, or the served agency. These specific tactical directions may come from the IC, director or manager of the served agency, or their designee. Examples of tactical decisions are where to establish operations, the location of deployed equipment, which response officials to shadow, and how to best use available frequencies and equipment, amateur or otherwise.

To facilitate efficient operations, routine direction should be coordinated through the Net Control operator whenever practical. This allows all response officials involved with the amateur response to be aware of both tactical and operational directions being provided to individual amateurs or teams of amateurs.

5.2 The Incident Command System

Whenever ARES is activated and the incident response is managed under the Incident Command System, ARES will integrate within the ICS structure established by the IC. ARES may be integrated into the Operations Unit, but as communicators, we will frequently be placed under the Logistics Unit in the Service Branch as part of the Communications Unit. We may receive resource requests and tactical direction directly from the IC, the Logistics Section Chief, the Communications Unit Leader, the Auxiliary Emergency Communications Manager, or another response official designated by the IC. See Appendix A for a brief overview of ICS.

5.3 Net Control Operation

The Net Control operator has the responsibility of maintaining contact with all net participants and assuring that the requested operations are being carried out. To facilitate this, he/she should:

- Limit traffic to highest priority if traffic levels are high
- Keep a log of all net participants on frequency
- Periodically confirm contact with each participant (This helps spot dead radio batteries or other communications problems)
- Check progress on individual assignments
- Temporarily redirect specific traffic to alternate frequencies if necessary

5.4 Logging and Record Keeping

The Net Control operator should keep an accurate record of any significant events and any written messages handled, formal ARRL format or otherwise. Emergency or Priority messages of any kind, even if unwritten, should always be logged. Informal messages that contain important details that may need to be recalled later should also be logged. Lost or misdirected messages can be tracked down later on, and a critique of the operation afterward can be more accurate. All logs should include enough detail to be meaningful later on, especially the date and an accurate time. With some agencies, the log becomes a legal document and may be needed at some later time should an investigation occur. In this case, logs should be completed and turned in to the appropriate response official for safekeeping and review.

Record the name of the sender and addressee, the amateurs that sent and received the message, the message number, and the times in and out. Keep a copy of each written message in numerical order for future reference. Also, log which amateurs are on duty for any given period, and record any significant events at your station. These might include changes in conditions, power failures, meals, new arrivals and departures, equipment failures, and so on. In addition to the log, copies of all messages should be kept and catalogued for easy retrieval if needed later for clarification or message tracking. It is recommended to make notes about when the message was received and sent, and to and from whom, directly on the message form itself. This helps speed up tracking later on. Never rely on your memory.

In addition to logs kept by the Net Control operator, each individual operator should keep their own log. This will allow faster message tracking and provides duplicate

information should one amateur's log become lost or damaged. In a fast-moving tactical net, keeping a log while on the move may be impossible for individual amateurs. In this case, the Net Control operator may decide to keep one log detailing the various informal messages passed on the net.

5.5 Tactical Call Signs

To speed communications flow, tactical call signs will be assigned by the Net Control operator after approval of the IC, director or manager of the served agency, or their designee. The tactical call sign will be indicative of the function or location of the amateur. Amateurs should contact the Net Control operator with their tactical call signs when reporting on station, when they have traffic, or when called by the Net Control operator. FCC call signs will be used to close out each exchange of transmissions, e.g., "EOC, KØGR, Out.", or every 10 minutes. Normal FCC identification rules always apply.

5.6 Story County Emergency Management Agency Liaison

When ARES is activated, an amateur radio operator may be assigned to pass relevant reports to EMA by operating the radios at the Story County EOC in the Administration Building in Nevada, an alternative EOC in the county, or as a mobile shadow in the field. The actual location will be determined in consultation with the Story County EMA at the time of the activation request. This individual should have completed IS-100 and IS-700. The liaison should monitor the net and present only relevant traffic to EMA, who can then request additional information via the liaison as necessary. This individual may also serve as the Net Control operator if operation from a fixed station. However, in certain circumstances it may be beneficial to designate a separate amateur station to serve as the Net Control operator to reduce the burden on the EMA liaison or if more than one frequency must be monitored.

5.7 Primary Served Agency Liaison

There should be an amateur radio operator assigned as liaison with the primary served agency or jurisdiction. This liaison may also serve as the EMA Liaison if Story County EMA is the primary served agency. His/her duties may include:

- Plan staging areas for other amateurs
- Prepare general information for other amateurs
- Select a Tactical Net Control operator (if a tactical net is established specifically to support that agency's activities)
- Assign locations and tactical call signs for amateurs or delegate that responsibility to the Net Control operator
- Maintain contact from the scene to the Net Control operator and/or the EOC
- Request assistance for additional amateur radio operators and direct their efforts at the scene
- Pass on requests for information or action from the requesting agency
- Pass collected information back to the requesting agency

The primary served agency liaison should initially report to the IC or designated response official for instructions regarding tactical decisions such as where to establish operations and what support is specifically requested.

5.8 Served Agency / Disaster Scene Liaison

An amateur radio operator may be assigned to serve as a liaison or shadow with each served agency at the disaster scene or at other locations involved in the operation. His/her duties may include:

- Establishment of an amateur radio station at the assigned staging area
- Shadowing officials or emergency units
- Maintaining contact from the scene to the Net Control operator and/or the EOC
- Requesting assistance for additional amateur radio operators and directing their efforts at the scene
- Passing on requests for information or action from the requesting agency
- Passing collected information back to the requesting agency

The served agency / disaster scene liaison should initially report to the IC or designated response official for instructions regarding tactical decisions such as where to establish operations and what support is specifically requested.

5.9 Adjacent County Liaisons

If messages need to be passed into or out of Story County, amateur radio liaisons with surrounding counties should be established. Liaisons shall operate on a frequency requested by the adjacent county, usually the repeater being used for that county's activity. Selection of liaisons should be made by the Net Control operator, and should give preference to stations that are capable of operating on (or at least monitoring) both the Story County and adjacent county coordination frequencies simultaneously. The primary frequency for each adjacent county is:

- Boone – 146.850 -0.6 offset (no tone)
- Jasper – 147.030 +0.6 offset (tone 114.8)
- Hamilton – 147.015 +0.6 offset (tone 103.5)
- Hardin – 147.255 +0.6 offset (tone 136.5)
- Marshall – 147.135 +0.6 offset (tone 141.3)
- Polk – 146.940 -0.6 offset (tone 114.8)
- State of Iowa – 146.610 -0.6 offset (tone 114.8) (Grimes)
- State of Iowa – 147.075 +0.6 offset (tone 114.8) (Sheldahl)

5.10 Maintaining Emergency Contacts

An amateur with the capability to request emergency assistance shall maintain contact with the primary net during all activities. Methods to accomplish this (in order of preference) are as follows:

- An amateur located at the appropriate EOC, Police, Fire or Ambulance dispatch center
- An amateur shadowing a participating Law Enforcement, Fire or Ambulance member

- An amateur with a base station and land line telephone
- An amateur with a cellular telephone

5.11 Staging Procedures

For large incidents, deploying response personnel, regardless of agency affiliation, may be required to report to and check in at a designated location and receive an assignment in accordance with the established procedures. There may be an ARES member checking other ARES members in and out and ensuring that they have sufficient charged batteries, gasoline, food, water, clothing, sleeping bags, or any other gear that may be needed for the specific response and weather.

Amateurs are discouraged from going directly to a disaster site unless previously authorized by the EC, an AEC, the Net Control operator or by some other prior agreement. If the overall incident response does not establish specific check in procedures, a staging area where amateurs meet before going to the site of an incident has many advantages: an organized group may have fewer problems getting through roadblocks; parking may be an issue at the site; people are less likely to get lost; equipment failure is less likely to be a problem, etc. The ideal staging area is outside the affected area, easy to find, and near a main road leading to the affected area. The location of this staging area should be selected after consultation with other response groups as necessary. See Appendix B for a list of suggested Staging Areas.

5.12 Arriving at a Disaster Scene

When dispatched to a disaster scene, it is important to always follow instructions of the incident commander or designated response official at the scene. If you are the first amateur to arrive at the scene, the IC or designated response official will determine where the amateur radio station will be established and inform amateurs what will be required of them. If a served agency / disaster scene liaison is in place, additional amateur radio operators arriving at the scene should first report to the served agency / disaster scene liaison to receive further instructions.

5.13 Establishing Nets on Alternate Frequencies

Alternate repeaters or simplex frequencies may be used to establish an alternate net for specific functions (e.g. evacuation shelters, health and welfare, specific agency response) as needed to keep traffic to manageable levels. These alternate nets may be formal or informal (i.e. with or without a Net Control operator). However, each net shall always have one station designated to act as liaison with the primary coordination net. It is important that the operation frequency and function of all participating amateurs be known by the Net Control operator. Therefore, amateurs should not join these alternate nets unless directed to do so by the Net Control operator on the primary net frequency. See Appendix G for a list of repeaters and simplex frequencies likely to be used in an incident.

5.14 Resource Management

One person should be responsible for accepting resource requests and tracking resource assignments. Resources tracked are both ARES members and property provided by amateurs. Individuals shall check in and out of assignments with him or her. Normally, this function will be performed by the EC, an AEC, or designated to the primary Net Control operator. However, if the resource management activity exceeds the capability of these individuals, there should be an additional individual designated for this function, preferably operating from the EOC.

Note that this function does not attempt to manage resources for the entire incident. This is the responsibility of the IC, EMA, or designated response official. The amateur resource management function exists to manage the distribution of amateur resources between multiple incidents and agencies functioning outside an established ICS.

All amateurs involved with the incident should individually keep a timesheet of their operation beginning and ending times and dates. This record should be turned in to the appropriate response official at the end of the incident response so that the value of amateur operations can be accounted for in any state or federal declared disaster reimbursement requests.

6. Termination

ARES participation in the incident will be terminated following a request from the served agency. Individual amateurs that wish to terminate before their duty shift is completed should notify the Net Control operator so a replacement may be designated. All amateurs must contact the Net Control operator to check out of response activities or nets. NO ONE SHOULD TERMINATE ACTIVITY WITHOUT CHECKING OUT FIRST!

7. Identification

7.1 Personal Identification

There has been no standard established for identification of amateur personnel at this time. Necessary identification for entry into a restricted area will be provided by the controlling agency. FCC issued amateur licenses will not guarantee entry into a secured area where our support is being requested.

7.2 Vehicle Identification

There has been no standard established for vehicle identification. However, appropriate magnetic signs or a card placed in the windshield is encouraged. It is suggested that cards and signs include the ARES logo if possible. While this identification will not automatically provide access to controlled areas, it will assist other agencies to identify an amateur when one is needed.

8. Security and Access

8.1 Incident Scene Access

If an amateur assigned to a restricted area is challenged at an access control point, and after showing proper identification (FCC issued amateur radio license or other identification issued by the controlling agency) is not allowed to enter, DO NOT ARGUE! Leave the immediate area and report back to the Net Control operator that you were refused entry.

8.2 Staging Area

Certain situations may require amateur response within an area or facility that has been closed to public access. In these situations, a staging area should be established outside the perimeter, but close to an access control point. One amateur should act as liaison to the response official in command at the access control point. The liaison's function would be to identify the amateur requesting entry and issue any necessary identification if available.

9. Equipment Available to Support an ARES Response

9.1 Mary Greely Medical Center

MGMC has an amateur VHF/UHF base station radio system that utilizes the hospital's internal network and two *Remote Rig* systems to separate the transmitter in the mechanical room above the 6th floor, East Tower (the "Penthouse") and the control head stored in the old med room on the 5th floor, East Tower. On the 7th story roof of MGMC East Tower is a 6dB gain amateur VHF antenna with a large footprint covering central Iowa. The radio can be operated by connecting the ethernet cable on the control head Remote Rig to one of three dedicated Ethernet jacks: NW corner of room 2619, south wall of North Conference Room B (room 1905), or under the desk in room 1837 (office west of the ER). To access the old med room on the 5th floor, approach the ER registration desk and present your MGMC ID badge and request the MICS unlock the door to "the old med room on the 5th floor". If approaching the ER registration desk is not feasible due to an ongoing incident response, access can also be achieved by calling MGMC Security at (515) 239-2109 and request access to the old med room on the 5th floor for amateur radio activation.

Amateurs assigned to operate the radio at MGMC should have previously passed a written health and safety test, signed a HIPAA waiver, and obtained a MGMC volunteer ID badge from the MGMC Human Resources office prior to any incident. The EC will coordinate this process for potential MGMC affiliated amateurs.

Local Contact - Chris Perrin, Paramedic Supervisor, perrinc@mgmc.com
(515) 956-2875 (office)

9.2 Story County EOC

Story County EMA maintains an Emergency Operations Center adjacent to their offices in the basement of the Story County Administration Building at 900 6th Street in Nevada to serve as a resource and information coordination center during incidents. Current amateur radio equipment located in the EMA office includes a VHF base station with VHF antenna on the roof. There are also several other public service radios with corresponding antennas that amateurs may be requested to operate on behalf of EMA. Any amateur should not transmit on any public service frequency without prior authorization from EMA or a designated response official.

Local Contact – Melissa Spencer, EMA Coordinator, mspencer@storycounty.com
(515) 382-7315 (office)
Josh Harding, Deputy EMA Coordinator, JHarding@storycountyiowa.gov
(515) 382-7316 (office)

9.3 Story County Medical Center

Story EMA owns a commercial VHF base station pre-programmed with amateur frequencies, located in main nurse's station. On the roof above nurse's station is an omni-directional VHF antenna.

9.4 Cache Radio Equipment

Story EMA has purchased equipment to serve as a radio cache for use by incident response personnel, including amateur radio operators and other non-first responders. There are fourteen handheld marine radios programmed with amateur radio frequencies, MURS frequencies, and land mobile frequencies. These are divided into two 7-radio kits with rechargeable batteries, charging cradles, AA battery clamshells, speaker microphones, and belt clips. Each kit also has two magnet mount external antennas. There are also two mobile base station kits that each include an amateur VHF/UHF base radio, a VHF public service base radio, a 13.8 volt power supply, two wide-band VHF/UHF antennas with ground plane and magnet mounts, 50' of RG-8 coax, 50' of RG-8X coax, two 25' Telescoping Fiberglass Masts, and a SignaLink Radio to Computer Sound Card Interface.

If cached equipment needs to be deployed, the status and location of the cached radio equipment is coordinated by the ARES EC and EMA.

8. Media Inquiries

By being in a secure area or working with served agency personnel, you will observe and hear information that could be sensitive in content. Any amateur that is questioned by unknown persons or members of the media shall politely refer all questions to the served agency's public spokesperson, their Public Information Officer (PIO), or an official of the agency with whom you may be working. Amateurs should never give information regarding the served agency or its efforts to anyone not officially part of the incident response. If members of the media wish to ask questions specifically about the amateur radio participation in the incident, they should be directed to the ARES PIO (if established), the EC, or an AEC.

10. Personal Safety

While a disaster situation may require the taking of certain calculated risks in order to accomplish the mission, ARES members are ultimately responsible for their own safety and should not take actions that place themselves in jeopardy. You have the right to say no to a served agency if you feel they are asking you to be in danger. In a questionable situation, pull back and report your situation to the Net Control operator.

11. Liability

Amateurs shall assume they are operating at their own risk. No liability coverage should be assumed to be provided by the served agency. All amateur provided equipment is used or loaned at the owner's risk.

APPENDIX A – Incident Command System

The Incident Command System is a standardized, on-scene, all-hazards incident management approach that:

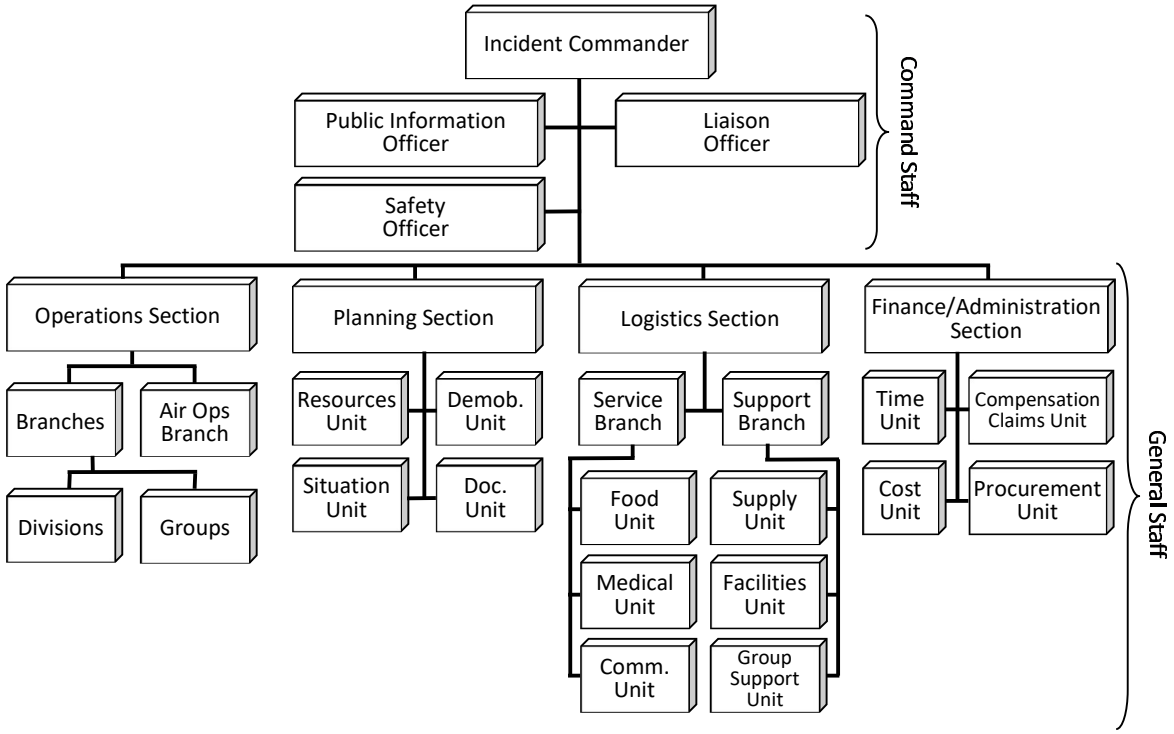
- Allows for the integration of facilities, equipment, personnel, procedures and communications operating within a common organizational structure.
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
- Establishes common processes for planning and managing resources.

ICS is flexible and can be used for incidents of any type, scope and complexity. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents.

ICS is used by all levels of government—federal, state, tribal and local—as well as by many nongovernmental organizations and the private sector. ICS is also applicable across disciplines. It is typically structured to facilitate activities in five major functional areas: Command, Operations, Planning, Logistics and Finance/Administration. All of the functional areas may or may not be used based on the incident needs.

As a system, ICS is extremely useful; not only does it provide an organizational structure for incident management but it also guides the process for planning, building and adapting that structure.

Typical ICS Organization:



APPENDIX B – Suggested Staging Areas

- Ames Central: HyVee Gas, 636 West Lincoln Way
- Ames West: Hy-Vee, 4018 West Lincoln Way
- Ames North: Wal-Mart, 3015 Grand Avenue
- Ames South: Lowes, 120 Airport Road
- Ames East: Quality Inn & Suites, 2601 East 13th Street
- Nevada: Fawcett Family Aquatic Center, 1717 Fawcett Pkwy
- Huxley: Fareway, 911 US Highway 69
- Story City: Story City Pool, 618 Hillcrest Dr

APPENDIX C – Suggested Emergency Net Script

The following is a suggested procedure for calling a net for an actual emergency. This script is not "set in stone" and the Net Control operator should feel free to deviate from what is listed here. However, this general format is suggested.

"This is (YOUR CALL)... Attention all stations on frequency. Please stand by for emergency information. Attention all stations on frequency. Please stand by for emergency information. This is an actual emergency."

Wait 5 to 10 seconds and repeat or proceed with the script.

*"Attention all stations on frequency, this is (YOUR CALL), Net Control calling the Story County ARES net. This is an actual emergency. This is a directed net for Story County ARES members only. All stations not connected with Story County ARES are asked to stand by. The services of Story County ARES are requested by (AGENCY). (GIVE BREIF DESCRIPTION AND LOCATION OF THE INCIDENT **AS PROVIDED BY AGENCY**).*

This will be a formal directed net. All stations who check-in to this net are asked to stay on frequency until the net closes or you check-out with Net Control. This is not the same as normal social net where we come and go at will during. In a directed net, please do not transmit any information other than your call sign or necessary pro words until acknowledged by Net Control. The Story County ARES net is now open for check-ins."

The Net Control operator should now accept check-ins from ARES members. After accepting check-ins, the Net Control operator should repeat each call sign on the air to ensure all participants have been checked in. After acknowledging the initial check-ins, the Net Control operator may ask for further check-ins.

After all members have checked-in, the EC or an AEC may assume control of the net to direct the appropriate resources to assignment locations. The Net Control operator may need to query ARES members to give their current availability status to deploy to the scene for this emergency. They may also request participants on net telephone others if additional personnel are required.

Net Closure

"I would like to thank all ARES Members for participating in the net. This repeater is now returned to normal amateur operation. (YOUR CALL) clear.

APPENDIX D – Phonevite.com Instructions

1. Internet Activation Method:
    1. Log into Phonevite.com, Under Send Phonevite:
    2. Messages:
       Choose **New Web Recording**, **New Phone Recording**, **Upload Recording**, or select a previously recorded message.
    3. Add Contacts:
       Select **Phone Book**, then **Story ARES** to notify all members.
    4. Select Options:
       Choose **Schedule** for a delayed sending time, otherwise the call will be sent immediately.
       Change **Caller ID** or use default.
       Select **Options**. Recommended:
       Send message via email too
       Request RSVP (make sure to ask question on recording)
    5. Submit

Example Script – Internet Activation Method:

Subject: Story ARES Activation (NOT a drill)

This is Clint Miller K0GR activating Story County ARES members because _____.

Everyone should now check into the emergency net on the W0YL 147.240 repeater to receive more details about the incident and our activation. If you are available to respond NOW to this incident, please answer yes to the RSVP question at the end of this call. Do not respond directly to the scene without prior authorization. This is not a drill. This is an actual emergency message.

2. Telephone Activation Method:
    1. Call Phonevite To Go at **(888) 772-5461** from a system registered telephone number to send to the **Story ARES** list and notify all members.
    2. Record the message to be sent (there is no RSVP option with this method).
    3. Press 1 to listen to the recording, 2 to send, or 3 to erase and record again.

Example Script – Telephone Activation Method:

This is Clint Miller K0GR activating Story County ARES members because _____.

Everyone should now check into the emergency net on the W0YL 147.240 repeater to receive more details about the incident and our activation. Do not respond directly to the scene without prior authorization. This is not a drill. This is an actual emergency message.