



# **OPERATIONAL ORDER AND COMMUNICATIONS PLAN**

**ARES + Other Orgs**

**Semi-Annual Simulated Emergency Test**

**Saturday, 18-May-2024**

**Clackamas Amateur Radio Emergency Services (CARES)**

Prepared by:

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Version 0.7 25-April-2024

## OPERATIONS ORDER

SUBJECT: ARES + Other Orgs Semi-Annual Simulated Emergency Test – Saturday, 18-May-2024

### GENERAL

The Clackamas County ARES is conducting a Simulated Emergency Test (SET) on Saturday, 18-May-2024 in coordination with Oregon ARES and the State of Oregon Dept of Emergency Management (OEM).

The purpose of the SET is to exercise and evaluate aspects of our emergency communications capabilities with served agencies including, but not limited to, police, fire departments, and other auxiliaries. This SET may involve Clackamas County Disaster Management (DM) department and may involve city/sub-units, and additional auxiliary partners. Sub-unit AEC's are free to invite participation of your local served agencies (police, fire depts. etc.).

### OBJECTIVE

This SET has been requested by our Oregon ARES Section Emergency Coordinator (SEC), and is part of an Oregon-wide SET. This will test the ability of CARES to communicate on a state-wide basis in the event of a disaster. Such support may be needed as Oregon Emergency Managers (EM) and Disaster Managers (DM) recover from an event that has a severe impact on communications in a large area of Oregon.

Participants will be assessed on their ability to pass situation-appropriate traffic between cities and the county, both by voice and WINLINK VARA, and to use WINLINK forms. It is also probable that we will be assessed on passing traffic inter-county. We will be assessed on our ability to accurately pass served agency generated traffic. We will also be assessed on our professionalism, preparation, and inter-operation.

This specific SET is designed around an event, which affects our permanent county radio infrastructure, including amateur radio infrastructure. It is designed to show how well we can self-organize if presented with such an event.

The goal of this is, if an event were to happen, how well could we perform situational awareness, assess current radio capabilities, organize to accomplish the goals in the SET, and how well would we record our activities, report them, and have insights on how to improve.

## SCENARIO

Early this morning, before the sun arose, we had a 7.5 earthquake in the Willamette Valley region. There has been a lot of damage: power is out most places, many roads are “broken” and some are not navigable using 4WD vehicles. CARES has been activated by Clackamas County Disaster Management (CCDM). CARES members in the sub-units are being assigned to assess certain specific items / areas within the county, in their specific sub-unit areas. Disaster management is giving us specific assignments for these assessments – though the assignments will be issued after the SET has started.

**Wait for your assignments from the county EOC before deploying.**

## CONSTRAINT PARAMETERS

1. All simplex. No repeaters
2. Use CARES ICS-217 YELLOW frequency plan (preferred, RED acceptable). All participants must have their radios pre-programmed
3. Voice and Winlink (all will be using VARA digital transmissions)

## OBJECTIVES:

2.1 Each sub-unit AEC will be responsible for alerting all ARES members within their sub-unit. AEC's will use every means that they have available to contact their sub-unit members. This may include group text to alert all members using SMS addresses, a phone tree, or other means. All members should use the primary frequencies that they have programmed into their radio for their sub-units, and in the event that those are unusable, use secondary and tertiary frequencies.

2.2. CARES will be operating from Clackamas County DM EOC and will be sending and receiving voice and Winlink traffic from the city/subunits via VHF/UHF ham radio equipment. Other modes such as AREDN and HF NVIS may be also used.

2.3. The city/subunits may activate with their served agency (police, fire departments, etc. – if they are participating) and will communicate with Clackamas County DM via voice and Winlink methods.

2.4 Standard ITU phonetics will be used during this exercise when needed and the primary voice transmissions will be in plain English. There will be no use of any police, fire, or 10-10 codes during any ARES activity.

2.5 Tactical call-signs will be used for all sites

2.6 Use FCC issued station call-signs if assigned

2.7 If there is no station call-sign, use the call-sign of the team leader present and use it for the duty period

2.8 Start transmission with tactical call-sign and end with FCC call-sign every 10 minutes and once the conversation is completed

2.9 Please comply with all other FCC regulations

## OPERATING LOCATIONS

3.1. CARES net control will be operating from the Clackamas county Disaster Management EOC ham radio room for this SET – located at: 1710 Red Soils Ct., Suite 225, Oregon City, in the Central Utilities Plant (CUP, also known as the "Elections Building"). Please note that the CUP building is CJIS secured. A limited number of CARES operators have already been selected for CJIS background checks, training, and badges. If you are not CJIS certified and are selected to operate from inside the CUP, you will need to be escorted at all times.

3.2 CARES Sub-Unit locations will be coordinated by their AECs. They may include city EOCs, Fire and Police Stations, or other locations that simulate emergency situations.

3.3 If you are activated to a location, non-SET participants might not be aware of the SET. Please ask for consent to set up, help make non-participants aware of the SET, and our mission. As always, be polite, professional, and cooperative. Use this as an opportunity to educate others about CARES, our mission and what we are attempting to accomplish. Please defer to served agency authority, and find alternate means of accomplishing your mission if suggested.

## SCHEDULE

Main SET hours: 0900 - 1300 hours

Main operating hours: 1000 - 1230 hours

## EXAMPLE SCHEDULE

0800 - 0815: Assembly, roll-call, AEC briefing (including safety briefing), equipment assessment.

0815 - 0930: Additional travel and setup, signal and mode checks.

0930 - 1000: Activation of cities EOC's/sub-units

0900 - 1100: Sub-units - cities local traffic handling

1100 - 1200: CARES (cities EOC's/sub-units)

1200 - 1300: Securing facilities and equipment.

1300 - 1400: After action review/Hot Wash. Those in the vicinity of Oregon City should gather at the CUP, 1710 Red Soils Ct., 225, Oregon City. Other AECs will assign locations for after action reviews in your area

## INITIAL TASKS

- 4.1 Each sub-unit will send a Winlink Field Situation report (MAPPING-GIS Section), "First contact" form from sub-unit to Clackamas County Disaster Management EOC (callsign: KD7ZDO). Please make sure your geographic coordinates are properly set in WINLINK, preferably via a GPS device.
- 4.2 Each sub-unit will send a Winlink "Activation" (OR Activate/Deactivate) form from sub-unit to CC EOC.
- 4.3 Each sub-unit will communicate neighborhood CERT traffic as requested by sub-unit EM (if available)
- 4.4 At the conclusion of this SET each sub-unit activities cities will send a Winlink "Deactivate" (OR Deactivate) form from sub-unit to Clackamas County Disaster Management EOC.

## SAFETY

Safety is of paramount importance during all stages of the Simulated Emergency Test. All participants should adhere to the following guidelines:

### 4.1 EMERGENCY OR REAL TIME EVENT

In a real-time emergency, the Person-in-Charge (PIC) shall be notified by whoever first becomes aware of the situation. The PIC will, in turn, notify the duty Emergency Manager. From that point on, all event operations shall cease, and the emergency shall be the primary operation to reduce the real threat to life, property, or hazardous situation.

Safety is the key responsibility of everyone.

- Any person can declare a safety emergency or issue. All safety issues shall be reported to Control immediately by any means necessary to always ensure personnel safety.
- In the event of an injury that requires a 9-1-1 response, make that 9-1-1 call first then call Control to inform him/her of the situation.
- Remember, safety is paramount during any ARES activity.

### 4.2. EQUIPMENT SAFETY:

All radio equipment should be checked for correct operation and safety before and after use. Electrical and RF safety precautions must be observed when using any electrical or electronic equipment. Hard hats are mandatory for the setting up or taking down of antennas higher than 12 feet tall or for other overhead hazard. Gloves for hands are highly recommended.

### 4.3. ENVIRONMENTAL SAFETY:

Ensure that all operations are conducted in a manner that does not harm the environment or property. Be aware of your surroundings at all times and ensure that you are not creating any safety hazards for yourself or others.

By maintaining a strong focus on safety, we can ensure a productive and secure environment for all participants.

### 4.4. CJIS SECURITY:

As the Central Utility Plant (CUP) building is CJIS secured, all non-certified personnel must be escorted at all times while inside the facility.

#### 4.5 AFTER ACTION REPORTING

Where appropriate, AECs will direct members to a central location for a local After-Action Review (also known as a “Hot Wash”)

At the completion of the SET, all ICS Documents and after-action reports including lists of participating members, local exercise details and insights should also be sent to your AEC and EC within 96 hours of the end of the exercise. Please include a log of activities and any details of what went well, what difficulties you encountered, or operations or equipment which might need improvement and/or additional training and/or preparation in the future.

#### ADDITIONAL INFORMATION

As of the date of this Operations Order, there have been no confirmed participations from adjacent counties, but those are possible.

#### CONCLUSION

All members are requested to confirm their participation and assigned tasks. This SET is an essential step to ensure we maintain our preparedness level and refine our processes and procedures.

#### FURTHER QUESTIONS

For further information or clarification, please contact the undersigned.

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