

Emergency Operators Manual

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INTRODUCTION

This book is dedicated to those amateur radio operators who, over the years have donated their time, talents and equipment to the service of their community. It is through their unselfish efforts that the amateur community is recognized and respected. We are in their debt. We hope that this book will assist those who follow their example to serve the commune.

The objective of emergency communications is to provide assistance to the community in times of crisis through the passage of accurate information in a timely manner. Webster defines emergency as " an unforeseen combination of circumstances or the resulting state that calls for immediate action." Communication is defined as "an instance of transmitting information." Based on these definitions, our objective is very clear. We are to facilitate the passage of information in unforeseen circumstances. This is our top priority.

We should also remember that communication is a two way process. The agencies with whom we interact must understand that our service is for the benefit of the public, and when we need information to fulfill that goal they will share the information or assist us in obtaining it.

Advance planning begins the process of preparation for the various emergencies that we may encounter. It is absolutely essential for all in the emergency communications field to work together if we are to be effective in the protection and mitigation of exposure to life and property. The cooperation of everyone is essential.

This handbook would not have become a reality without the assistance of several members of the Grand Strand Amateur Radio Club, and many ARES and RACES operators of Horry County, South Carolina. All of you may take pride in its completion!

We would also like to acknowledge the American Radio Relay League for their information on message handling, ARL Radiograms and procedures for handling traffic.

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PURPOSE

The purpose of this handbook is to provide ARES/RACES operators with information that will result in effective emergency communications.

This information will answer most of the questions you may have when called upon to perform as an emergency operator.

Much of the information contained in this text is for general use and may be shared with others.

All information marked "confidential" is not to be released to the public!!

Instructions in this handbook can be superseded by any memorandum of agreement with any agency, government or other entity for which we provide assistance.

FCC Rules Part 97.1 lists one of the 5 principles of the basis and purpose of the amateur service as "recognition and enhancement of the value of the amateur service to the public as a voluntary non-commercial communication service, particularly with respect to providing emergency communications."

Since our service truly assists the public in time of emergency, it is imperative that all stations cooperate with one another. The effectiveness of this handbook depends upon the contributions of all emergency operators!

Suggestions for additions or changes in this manual are encouraged.

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OPERATOR QUALIFICATIONS

The following are the qualifications for emergency operators to operate ARES or RACES stations:

- 1. Possess a current FCC Amateur Radio Operator's License (Preferably, a General or higher class license).
Reminder: Technician or higher for the VHF & UHF bands; General or higher for the lower HF bands.**
- 2. Each operator is limited to the operating privileges imposed by his/her class of license (unless normal communications are not available and immediate threat to life or property exists.)**
- 3. Operators should be currently registered and certified as ARES operators by the appropriate Emergency Coordinator before they may participate in ARES nets. An ARES identification is issued to each applicant after they complete a formal registration form and forward it to the local ARRL County Emergency Coordinator.**
- 4. All operators intending to participate in RACES nets are to be currently certified and registered in the local RACES organization. An applicant must complete a registration form and forward it to the South Carolina Emergency Preparedness Office. Once approved, a RACES identification card is sent to the operator.**
- 5. It is possible for operators to be registered and certified concurrently as ARES and RACES operators and to support both operations. The differences are:**
 - A. RACES nets operate under the control of government officials once an official state of emergency has been declared. Membership as RACES operators is controlled by state and federal agencies - they issue the identification cards.**
 - B. ARES nets most often are the first emergency nets to operate in an emergency or disaster. They are operating before any official disaster is declared. These nets operate throughout the amateur bands. The ARES organization is supported by the Field Services unit of the American Radio Relay League. Registration for ARES operators is handled by the American Radio Relay League's appointed County Emergency Coordinator.**

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TRAINING

RACES drills may be conducted a maximum of 1 hour per week and must clearly be identified as such (FCC Regulation 97.407).

Encourage all amateur operators to take a turn at being a Net Control Station for one of the Horry County repeaters. This offers excellent experience in the practice of proper radio procedure protocol.

Schedule exercises that provide all emergency operators and others wishing to participate, the opportunity to set up at or near an emergency site and test the quality and strength of signal. Tests should be scheduled at least 3 times per year.

After each test, a critique of the overall test with all participants will be held. This is to provide the operators opportunity for feed-back and for the entire emergency organization to assess its strengths and areas for improvement.

At least for testing purposes, rotate operators into different locations so that they may become familiar with the different sites and improve their effectiveness in the event they would have to operate at these sites.

Run operator training sessions with appropriate ARRL training materials.

Plan and run partner radio training sessions where each partner is provided the opportunity to learn how to operate a radio make and model that is different from their personal radio(s).

Be sure to train operators on how to operate the radios that are located at the Emergency Operations Centers.

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OPERATOR DUTIES & RESPONSIBILITIES

1. **Briefly explain your capabilities to the senior official at your assignment.**
2. **Become familiar with the content of this manual.**
3. **When contacted by the emergency coordinator or his/her designated representative, indicate your availability including any personal physical disabilities or equipment limitations that may limit your participation.**
4. **Always have emergency power fully charged/ready for use.**
5. **Periodically check your emergency radio gear to be sure that it is in good operating condition.**
6. **Make sure all emergency radios are pre-programmed to the frequencies used in an emergency.**
7. **Provide your emergency coordinator with a current list of radio equipment so that he/she will be aware of your capabilities.**
8. **Maintain contact with your emergency coordinator so that he/she will know of your availability.**
9. **If an emergency is imminent, let the emergency coordinator or other responsible person know how you may be contacted.**
10. **Do not leave your assignment until you are released by the ec or his/her designated representative (example--the release announcement made by one of the assistant emergency coordinators).**
11. **If you must leave your post (radio) for any reason, contact the net control station to let them know the reason(s) for your absence and when you will be back on station.**
12. **As you begin your assignment in an emergency, let the net control station know of your readiness when you are set up and ready to operate at your assigned location.**
13. **Be alert for the need to act as a relay for the net control station or any other station operating in the emergency network.**
14. **After checking in with the net control station indicating readiness, each station in the emergency network is to run a radio check on the simplex frequency that is identified by the net control station at check-in time.**
15. **As you use your radio, periodically check to be sure that all frequencies and offsets that have been programmed in for the emergency have not been disturbed, accidentally changed or cleared.**
16. **If you haven't heard any traffic on the net for 5-10 min., contact the net control station. be prepared to shift to the next preferred frequency listed in appendix e of this manual.**

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OPERATOR DUTIES & RESPONSIBILITIES (cont.)

17. **There will be liaison stations attached to the emergency net. Be sure to write down their call signs in event you need to contact one of them.**
18. **If the emergency net operates as a tactical net (use of location names as opposed to using individual call signs), remember to follow the FCC 10 min. call sign identification rule.**
19. **All formal messages are to be in ARRL standard form.**
20. **Be familiar with the use of the ARRL Standard Message Format.**
21. **All formal messages passed are to include the identity of the person who originated the message, including their name and title.**
22. **Always have your radio owner's manuals with you when you're on emergency assignment.**
23. **All ARES/RACES operators are to participate in at least 2 emergency tests each year. These will be scheduled by the emergency coordinator and notification will be effected on local repeater stations.**

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RECOMMENDED EQUIPMENT LIST

- Radio(s) - 2 meter, VHF/UHF dual bander, mobile, HT, base, HF mobile
- Power supply - 20 amp 12/13.8 volt with battery backup
- Battery charger(s)
- Extra batteries for radios - fully charged
- VHF/UHF antenna(s) - especially 2 meter & 440 MHz (consider a 5/8 wave magnet mount, dual band)
- Extra coax cable (at least 50 feet) with connectors
- SWR meter
- Volt/ohm meter
- Battery clock (24 hour if possible)
- Clip leads (at least 1 pair)
- Set of battery cables
- Tool kit - including wire strippers, needle nose pliers, soldering kit, screwdrivers, utility knife
- Extra connectors - PL-259 & BNC, PL-259 to BNC adapters, barrel connectors
- Flashlight with extra batteries
- Battery operated lamp with extra batteries
- Rope - at least 50 to 100 feet - 3/8 to 1/2 inch diameter
- Duct tape
- Pens & pencils, paper, post-it notes
- Notebook - at least 6 x 9 inch spiral bound
- Map of the emergency area (e.g. county map)
- Heavy duty container to carry & store equipment
- Extension cord, 3 wire - at least 50 feet
- Headphones
- NOAA weather radio or scanner
- Gang plug/multiple outlet plug
- Surge type power strip

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PERSONAL GEAR

- **Change of clothing (3 days)**
- **Extra footwear (at least 1 extra pair + 3 pairs socks)**
- **Glasses - prescription - extra pair**
- **Toilet kit (toothpaste, shaving supplies, soap, deodorant, aspirin, vitamins, antacid, prescription medicines, lip balm, insect repellent, sun block)**
- **Towels (2)**
- **First aid kit (antiseptic, bandages/band-aids, adhesive tape, scissors, first aid cream, 1 gallon size zipper type freezer bags (2-4), small pack tissues)**
- **Bedding - sleeping bag, mat air mattress, pillow, blanket(s)**
- **Shelter - tent or canopy**
- **Food & water for 3 days**
- **Throat lozenges**
- **Flashlight with extra batteries**
- **Candles**
- **Waterproof matches or lighter**
- **Portable stove & lantern with extra fuel**
- **Mess kit**
- **Can opener, pocket knife with screwdriver & utility blades**
- **Alarm clock**
- **Water repellent storm gear & boots**
- **Solid plastic container with lid for carrying & storing personal gear**
- **Head protection - hard hat (depending on assignment)**
- **Safety glasses (depending on assignment)**

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OPERATING TIPS - DO'S & DON'TS

1. **Set power at lowest level that will complete communication and always pause between transmissions.**
2. **When checking into the net - do it in two parts:**
 - i. **Call NCS first - release PTT; listen;**
 - ii. **Then depress PTT - give your tactical or your personal call sign; release - listen for acknowledgment.**
3. **Plan your messages - don't just say it w/o thinking it out!**
4. **Keep calm - send all messages slowly and clearly - be ready to spell message text phonetically, if requested.**
5. **Speak slowly across the microphone - not directly into it! If you must speak directly into your mike - hold it 6 inches from your mouth.**
6. **Communicate facts!!! - not rumors - authenticate information before communicating it!!**
7. **When at emergency assignment - keep radio on & tuned to the proper emergency frequency at all times.**
8. **Do not interrupt a transmission on the net to correct information that you believe is incorrect - when there is an opening after the transmission call the NCS and give the facts you have been given including the source of the information..**
9. **Don't carry on conversations once the emergency net has been called into operation.**
10. **If you hear a conversation on the frequency which is being used for the emergency net and you do not hear the NCS, break in to indicate that the frequency is being used for an emergency net. You may break in and inform those stations they are on a frequency being used for emergency purposes and suggest a frequency that might be clear for their use.**
11. **Do keep a log of your major communications with outside agencies (e.g.. Red Cross shelter reports; requests for information or contacts with location officials; personnel or equipment requests with authentication to include name & title of requester).**
12. **Practice setting & clearing frequencies on your radio(s) periodically so that you are proficient in these procedures without the use of the radio manual.**
13. **All telephone numbers listed in this handbook are to be treated as confidential - not to be given out to anyone!!**
14. **If the emergency net operates with tactical call signs (using the location names to identify stations versus using each operator's call sign constantly) operators must still adhere to the end of transmission and the 10 minute rule during contact.**

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OPERATING TIPS - DO'S & DON'TS (cont.)

15. **If a RACES net is called, RACES stations may only communicate with other RACES stations. non RACES stations may not use the RACES frequencies.**
16. **Do not operate an H/T with it hanging on your belt or strapped to your body.**
17. **Have your identification with you at all times -this includes your ARES and RACES cards.**
18. **Speak in plain language! - do not use CW or "Q" signals in voice communication.**
19. **Never leave your radio equipment unattended. Have a friend, family member, or a shelter worker watch over it for you. If necessary, move the gear to the administrative area for safe-keeping until you are ready to resume your duties.**
20. **Ask someone to monitor the radio for you if you must be away from your station. Be sure to tell them your call sign and the location tactical call sign so they know if that location is being called.**

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APPENDIX A SHELTER LOCATION LIST

LOCATION	ADDRESS	MAP LOC. #
Conway High School	Hwy. 501 - Left side of 501 leaving Conway	1
Loris High School	Left off Hwy. 9 Business just S/E of intersection of Hwy. 9 Business & Hwy. 701	2
Anyor High School	Left off Hwy. 501 at the 1st light in Aynor	3
Carolina Forest Elementary	Right off Hwy. 501 at Carolina Forest entrance - school on left 1 block from Hwy.	4
Forestbrook Elementary	Off north side Forestbrook Road - look for school sign	5
Green Sea - Floyds High School	5265 Hwy. 9 - in Green Sea, SC	6
Loris Middle School	3410 Church Street - N/W of Loris Center - off Hwy. 9 Business	7
Whitmore Park School	Rhue Street - near 16th Avenue on Hwy. 378 - Left off 378 going N/W	8
North Myrtle Beach High School	Sea Mountain Highway (Hwy. 90 between Hwy. 90 & Hwy. 9	9
St. James Middle School	Hwy. 707 South from Socastee 4-5 miles - left turn off 707	10
Forestbrook Middle School	4430 Gator Lane, off Forestbrook Road	11
Socastee High School	4900 Socastee Blvd. (Hwy. 707 East of Hwy. 544)	12
Horry County EOC	Hwy. 701 North of Conway	
Myrtle Beach EOC	MB Police Headquarters - Oak Street between 10th & 21st Ave. N.	
North Myrtle Beach EOC	1015 - 2nd Ave. S. - turn left off Hwy. 17	
Surfside EOC	Surfside Police Building - East side Hwy. 17 Business S.	

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APPENDIX B ARRL RADIOGRAM FORM



THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM VIA AMATEUR RADIO



NUMBER	PRECEDENCE	FX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
--------	------------	----	-------------------	-------	-----------------	------------	------

TO _____

TELEPHONE NUMBER _____

THIS RADIO MESSAGE WAS RECEIVED AT

AMATEUR STATION _____ PHONE _____

NAME _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

REC'D	FROM	DATE	TIME	SENT TO	DATE	TIME
-------	------	------	------	---------	------	------

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A HAM OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111

THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATION AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATIONWIDE MESSAGE HANDLING.

PRINTED IN USA

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APPENDIX C **ARRL PRECEDENCE/MESSAGE HANDLING**

(INCLUDING LISTING OF ARRL NUMBERED RADIOGRAMS)

This is a two-part appendix. The first will cover the ARRL message precedence with a very brief explanation of each category. The second part will list the ARRL emergency relief and routine numbered messages.

PART 1 - ARRL MESSAGE PRECEDENCE

EMERGENCY - Any message that has life or death implications for anyone individual or group which is transmitted by amateur radio in the absence of regular communication facilities.

PRIORITY - This is for important messages having a specific time limit. Official messages not covered in the emergency category, press dispatches and emergency related traffic not of the utmost urgency.

WELFARE - Refers to either an inquiry as to the health and welfare of an individual in the disaster zone or an advisory from the disaster area that indicates all is well. Welfare traffic is handled only after all emergency and priority traffic is cleared.

ROUTINE - Most traffic in normal times will bear this designation. This type traffic should be handled last or not at all when circuits are busy with higher-precedence traffic.

PART 2 - ARRL NUMBERED RADIOGRAMS

GROUP 1 - POSSIBLE EMERGENCY RELIEF USE

ARL ONE - Everyone is safe here. Please don't worry.

ARL TWO - Coming home as soon as possible.

ARL THREE - Am in _____ hospital. Receiving excellent care and recovering fine.

ARL FOUR - Only slight property damage. Do not be concerned about disaster reports.

ARL FIVE - Am moving to a new location. Send no further mail. Will inform you of new address when relocated.

ARL SIX - Will contact you ASAP.

ARL SEVEN - Please reply by Amateur Radio through the Amateur delivering this message. This is a free public service.

ARL EIGHT - Need additional _____ mobile or portable equipment for immediate emergency use.

ARL NINE - Additional _____ radio operators needed to assist with emergency at this location.

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ARL TEN - Please contact _____. Advise to stand by and provide further information, instructions, or assistance.

PART 2 - ARRL NUMBERED RADIOGRAMS (cont.)

ARL ELEVEN - Establish Amateur Radio emergency communications with _____ on _____ MHz.

ARL TWELVE - Anxious to hear from you. No word in some time. Please contact me as soon as possible.

ARL THIRTEEN - Medical emergency situation exists here.

ARL FOURTEEN - Situation here is becoming critical. Losses and damage from _____ increasing.

ARL FIFTEEN - Please advise your condition and what help is needed.

ARL SIXTEEN - Property damage very severe in this area.

ARL SEVENTEEN - REACT communications services is also available. Establish REACT communication with _____ on channel _____.

ARL EIGHTEEN - Please contact me as soon as possible at _____.

ARL NINETEEN - Request Health and welfare report on _____ (Name, Address, Phone).

ARL TWENTY - Temporarily stranded. Will need some assistance. Please contact me at _____.

ARL TWENTY ONE - Search and rescue assistance is needed by local authorities here. Advise availability.

ARL TWENTY TWO - Need accurate information on the extent and type of conditions now existing at your location. Please furnish this information and reply without delay.

ARL TWENTY THREE - Report at once the accessibility and best way to reach your location.

ARL TWENTY FOUR - Evacuation of residents from this area urgently needed. Advise plans for help.

ARL TWENTY FIVE - Furnish as soon as possible the weather conditions at your location.

ARL TWENTY SIX - Help and care for evacuation of sick and injured from this location needed at once.

GROUP 2 - ROUTINE MESSAGES

ARL FORTY SIX - Greetings on your birthday and best wishes for many more to come.

ARL FIFTY - Greetings by Amateur Radio.

ARL FIFTY ONE - Greetings by Amateur Radio. This message is sent as a free public service by ham radio operators at _____. Am having a wonderful time.

ARL FIFTY TWO - Really enjoyed being with you. Looking forward to getting together again.

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ARL FIFTY THREE - Received your _____. It's appreciated, many thanks.

PART 2 - ARRL NUMBERED RADIOGRAMS (cont.)

ARL FIFTY FOUR - Many thanks for your good wishes.

ARL FIFTY FIVE - Good news is always welcome. Very delighted to hear about yours.

ARL FIFTY SIX - Congratulations on your _____, a most worthy and deserving achievement.

ARL FIFTY SEVEN - Wish we could be together.

ARL FIFTY EIGHT - Have a wonderful time. let us know when you return.

ARL FIFTY NINE - Congratulations on the new arrival. Hope mother and child are well.

ARL SIXTY - Wishing you the best of everything on _____.

ARL SIXTY ONE - Wishing you a very Merry Christmas and a Happy New Year.

ARL SIXTY TWO - Greetings and best wishes to you for a pleasant holiday season.

ARL SIXTY THREE - Victory or defeat, our best wishes are with you. Hope you win.

ARL SIXTY FOUR - Arrived safely at _____.

ARL SIXTY FIVE - Arriving _____ on _____. Please arrange to meet me there.

ARL SIXTY SIX - DX QSLs are on hand for you at the _____ QSL Bureau. Send _____ self addressed envelopes.

ARL SIXTY SEVEN - Your message number _____ undeliverable because of _____. Please advise.

ARL SIXTY EIGHT - Sorry to hear you are ill. Best wishes for a speedy recovery.

ARL SIXTY NINE - Welcome to the _____. We are glad to have you with us and hope you will enjoy the fun and fellowship of the organization.

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APPENDIX D FORMAL ARRL NATIONAL TRAFFIC SYSTEM MESSAGES

FOLLOW THESE INSTRUCTIONS

1. Have an ARRL Radiogram form in front of you when reading these instructions.
2. All formal messages contain 4 parts: the **preamble**, the **address**, the **text**, and the **signature**.
3. The **preamble** begins with a number, which is the station of origin's message number, beginning with a new #1 at the beginning of each year and counting up till the end of the year.
4. Next the **precedence** identifies how critical the message is and how fast it is to be handled (emergency, priority, welfare, routine).
5. Next covers **handling instructions** - list if any - it is optional to the operators handling the message.
 - HXA** A collect land-line delivery authorized by addressee within (# of miles if no miles stated, authorization is unlimited.
 - HXB** Cancel message if not delivered within (# of hours) of filing time.
 - HXC** Report date and time of delivery to originating station.
 - HXD** Report to originating station the identity of the station from which received, plus date and time. Report identity of station to which relayed, plus date and time or if delivered report date, time and method of delivery.
 - HXE** Delivering station get reply from addressee, originate message back.
 - HXF** Hold delivery until (specific date)
 - HXG** Delivery by mail or land-line toll call not required. If toll or other expense involved, cancel message and service originating station.
6. **Check** - This is a count of the number of words, number groups in the text of the message. This helps the receiving operator to be sure that the entire message has been received. See example attached to this appendix.
7. **Place of origin** - Actual place where the message started from, not necessarily the same location as the station of origin.
8. **Time filed** - Time (UTC) that the message was written (not necessary for routine traffic, but may be found in emergency or priority traffic.)
9. **Date the message was written** - must be consistent with (UTC) if used.
10. **The address** - This requires the complete name and address of the person to whom the message is being sent including this person's telephone number.

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11. **The text** - Should be limited to 25 words or less. The best texts are clear, to the point, and written so the meaning is very clear and can't be misconstrued. The messages must be noncommercial. Telephone numbers are split into 3 parts: area code, prefix, 4-digit number. the letter "X" (x-ray) is used as a break in text and is to be counted as 1 word. This is used instead of punctuation in text.
12. **The signature** - Use both first name and surname - you may need a SS# or some other number that specifically identifies the person sending the message. May also need a telephone number or other contact information if there is a need to contact the person sending the message again.

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APPENDIX E RADIO FREQUENCIES

The following frequencies will be utilized by Amateur Radio in the event of a disaster within Horry County. The frequencies will be listed by band and are in order of Horry County EC preference. This preference may change according to existing conditions.

VHF Band

FREQUENCY (MHz)	CALL SIGN	LOCATION
145.110 (-)	W4GS	Conway, SC
147.120 (+)	W4GS	Myrtle Beach, SC
145.470 (-)	KI4CB *	Myrtle Beach, SC
146.745 (-)	NN4N	Dillon, SC
146.820 (-) **	K4GMP	Wilmington, NC (Skywarn)
146.520	INITIAL SIMPLEX FREQUENCY	
147.375 (+)	KI4CB *	Georgetown, SC
147.030 (+)	K4HOG	N. Myrtle Beach, SC

* Linked to North Midlands Group

** PL Tone 88.5

UHF Band

FREQUENCY (MHz)	CALL SIGN	LOCATION
444.675 (+)	W4GS	Conway, SC
444.575 (+)	W4GS	Myrtle Beach, SC

UHF Band

FREQUENCY (MHz)	CALL SIGN	LOCATION
3.9935	K8AFP	SC Emergency Net (Columbia)
3.9230		NC Emergency Net - Weather Traffic

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APPENDIX F - LOG SHEET

#	DATE/TIME	STATION FROM	STATION TO	MESSAGE FROM	MESSAGE TO	FREQ.	REMARKS
1							
2							
3							
4							
5							
6							
7							
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10							
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