



NYC DISTRICT ARES

Amateur Radio Emergency Service
On the move...



New York City District Amateur Radio Emergency Service Net Control Manual version 2.0 Publication Date: June 2016

Description

The following document outlines the proper net control procedure in use by NYC District Amateur Radio Emergency Service (ARES). Included within: a definition of standard terms; general instructions; net control scripts for public service events, county and district nets; a net control operator checklist; a frequency list; and log forms.

Definitions

Operator: Any communicator holding a valid FCC amateur radio call sign.

Net Control: The operator who is in charge of running the net.

To secure from a net: To ask permission from net control to leave the net.

Tactical call sign: A net control assigned call sign that is used during an event in addition to the operator's FCC call sign.

Resource Net: A pre-assigned frequency, different than the event net frequency, which operators use to check in prior to the event.

CREDITS AND LICENSE

Version 2.0

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Selecting a frequency for a net

- Refer to page 23 for a list of recommended simplex frequencies and repeaters.
- If a repeater is needed then permission from a trustee of that repeater must be received prior to the event. Permission in writing, which can include an email, is required, for non pre-approved ARES repeaters. For pre-approved ARES repeaters verbal permission will suffice, but written is preferred.
- In the event of an emergency, we have been pre-approved by several local repeater owners to use their repeater. Refer to the repeater list on page page 23.
- When using a repeater, assign a backup frequency in case something happens to the repeater. This could be another repeater or a simplex frequency depending on the needs of the net.

How to assign tactical call signs

Note: Tactical call signs are only to be used for events and not county or district nets.



At an event, operators assignments could be, but are not limited to one of two tasks:

1. Operate from a specified location or area.
 - In this case, that location's name will be used as a call sign. (e.g. race start)
2. Shadow an event official
 - In this case, the name of the person being shadowed will be used as the call sign (e.g. Jane).

Note: If multiple individuals with the same name are being shadowed, then the person's first name and last initial or the person's role will be used. (e.g. Jane W. or race coordinator)



DIRECTIONS

Event checkins can be received on a previously assigned resource net held on a call-in frequency, or in person at a physical meet-up location. As people check in provide them their assignment and tactical call. An event log will be used for the event's roll call, which is covered in the included net scripts.

Log:**Creation of the roll call list**

Log the operator's information in the following format:

Name, FCC Call sign, Assignment, Tactical Call sign

Event Net check in procedure

- Takes place on resource net.
- Run by net control and backup net control.
- When it is time to switch to the primary net frequency, backup net control should stay on this frequency for 5 minutes to process late check-ins. After this time, they should switch to the primary frequency and once traffic permits communicate any late check-ins and their assignments.

Procedure for beginning an event net

- The net should be started no later than 15 minutes before the event is due to start.
- 5 minutes prior to starting the net begin with the net preamble.

Procedure if there are technical difficulties with the net repeater/frequency

- If the problem is with the repeater, net control should switch their radio to transmit on the output frequency of said repeater.
- Whether on a repeater or simplex, net control should transmit a message letting all stations know there is a problem and what new frequency should be used.
- Backup net control should stay on the output of the primary frequency, making sure any remaining stations switch to the backup frequency.
- All stations, excluding backup net control, should switch to the backup net frequency
- After 5 minutes, backup net control should move to the backup frequency and once traffic permits call net control letting them know they are on frequency.
- Traffic still permitting, net control should institute a roll call.

Procedure if the net control station has technical difficulties

Note: Any announcements from the list below should be made as soon as possible, as traffic permits.



-
- Backup net control should attempt to communicate with net control over the net.
 - If backup net control is unable to connect with net control, they should assume control of the net by making an announcement over the net letting operators know they are the new net control.
 - Backup net control should ask for a volunteer to serve as their backup net control. Once one is selected, that appointment should be announced over the net.
 - If the original net control fixes their equipment problems, they should communicate this to net control. Following this announcement, net control should return control of the net back to this operator; the original backup net control should return to being backup; and the new backup net control should return to their original assignment. All changes should be announced over the net.

Securing someone from a net

There are several reasons why someone would request permission to secure from the net.

Some of these can be but are not limited to:

- Operator's services are no longer needed.
- Operator has a personal emergency
- Operator is being relieved by another operator
- Operator requires a personal break

Note: We cannot force anyone to stay at an event. Remember, all operators are volunteers.



DIRECTIONS

When an operator asks to secure

- Thank them for their service
- Ask if someone is still needed at their position, and try to find someone to replace them if necessary.
- If the net was for an event, ask them to fill out the After Action Event form (included in this manual) before they leave.
- If the operator was the backup net control, find another operator to fill that position and announce the assignment of that position on the net.
- If net control needs to secure, they should communicate this fact with the backup net control operator and then make an announcement over the net letting all operators know the call sign of the new net control operator. They should also attempt to locate a new backup net control operator and announce the assignment of this position on the net.

Log:

Log which operator has left the net and the time in 24 hour format that they left. If any changes were made to assignments make a note of that in your log too.

PUBLIC SERVICE EVENT SCRIPT OUTLINE

Preamble

Note: Begin reading the preamble 5 minutes before net start.



Greetings to all stations, this is <your call sign>, Net Control Station for today's <event name>. The net will start promptly at <event start time, in 24hr. format> and any station needing to make a call is respectfully requested to do so now. This is <your call sign> standing by.

To Start the net

Log: Add the net's start time in 24 hour format to the log.



Calling all radio amateurs entitled to use this frequency. This is <your call sign phonetically>, Net Control for the <event name>.

Conditional Announcement: **If backup net control has been assigned**



The backup net control station for today's net will be <phonetic spelling of call sign>.

If no backup net control has been assigned

Is there an operator willing to act as alternate Net Control in order to assume control of the net in the event that this station experiences technical difficulties? (Once heard) Thank you <call sign>. The backup net control for today's net will be <phonetic spelling of call sign>.

PUBLIC SERVICE EVENT SCRIPT OUTLINE

Any station with an actual emergency may break this net at any time by giving their call sign and informing net control they hold such traffic. Control of the frequency will then be turned over to you.

This is a directed net, which means that all contacts should be made through net control, and stations should not secure from the net without advising net control.

When passing traffic, please speak slowly and clearly; there is no need to rush.

**Conditional
Announcement:**



If tactical call signs are in use

All Operators for this event will be using tactical call signs assigned by net control. Remember to end your transmissions with your FCC Call Signs.

If using EchoLink, IRLP or a Linked Repeater System

This net is using *<echolink/IRLP/a linked repeater system>*. Before transmitting, please allow time for the links to drop before calling net control. When transmitting, please allow sufficient time for the links to connect before speaking.

Roll call

We will now begin with a roll call. All stations please reply in the following format:

Tactical call sign and your FCC call sign.

Note:



Slowly read down the list of operators at today's event, using their tactical call sign. If one is not heard from, proceed to the next operator on the list and re-try them again at the end of the roll call.

PUBLIC SERVICE EVENT SCRIPT OUTLINE

Every 10 minutes during the net

Note: Read this every 10 minutes, traffic permitting, but at least once an hour.



This is <your call sign phonetically>, this <frequency/repeater> is being used for a directed net in support of <event name>. As a directed net, all contacts should be made through net control, and stations should not secure from the net without advising net control.

Conditional Announcement: If end time is known



We kindly ask all operators to keep this frequency clear until the event concludes at approximately <end time, using 24hr. format>.

If end time unknown.

We kindly ask all operators to keep this frequency clear until the event concludes

Half way through the net

Note: Read this half way through the net, if traffic permits.



We are initiating another roll call. All stations participating in the net please reply in the following format:

Tactical call sign and your FCC call sign.

PUBLIC SERVICE EVENT SCRIPT OUTLINE

Note:



Slowly read down the list of operators at today's event, using their tactical call sign. If one is not heard from, proceed to the next operator on the list and re-try them again at the end of the roll call. Double check your log at this time. Make corrections to the log or operator assignments as necessary. If the operator is not heard from by the end ask if any other station has a relay. If none is heard, then try contacting them again in 5 minutes.

At event end

This is <name, call sign> your Net Control Station for today's <event name>, thanking all those on the net for their participation and support and those stations that stood by while the net was in session.

Conditional Announcement: **If using a repeater**



We would also like to thank <repeater call sign> for the generous use of their facilities for this net.

This net is now closed at <time, in 24hr. format> and the frequency/repeater returned to casual amateur use.

73 to all. This is <your call sign>, clear.

Log:



Add the net's end time in 24 hour format to the log.

COUNTY NET SCRIPT OUTLINE

Preamble

Note: Begin reading the preamble 5 minutes before net start.



Greetings to all stations, this is <your call sign>, Net Control Station for today's <county name> Net. The net will start promptly at <net start time, in 24hr. format> and any station needing to make a call is respectfully requested to do so now. This is <your call sign> standing by.

Once the net coverage begins

Log: Add the net's start time in 24 hour format to the log.



Calling all radio amateurs entitled to use this frequency. This is <your call sign phonetically>, convening the <county name> net at this time. My name is <your first name> and I am acting as Net Control for today's net.

Any station with an actual emergency may break this net at any time by giving their call sign and informing net control they hold such traffic. Control of the frequency will then be turned over to you.

This is a directed net, which means that all contacts should be made through net control, and stations should not secure from the net without advising net control.

COUNTY NET SCRIPT OUTLINE

The net meets every <day of week> at <time, in 24hr. format> on <frequency> through the generous facilities of <repeater call sign(s)>. Our members meet on the <rate of repetition> <day of week> of every month at:

<Location Name>

<Address>

One purpose of today's net is to learn and practice good operating procedure. When relaying messages, please speak slowly and clearly; there is no need to rush.

We will now proceed with check-ins. When checking in, please call net control by stating my call sign first, <your call sign>, release the push to talk button and allow the carrier to drop (*release the push to talk button and allow the carrier to drop). Wait until you are certain that no one else is speaking; then check in using the following format:

your call sign, name, location and if you have traffic for the net state the word "traffic".

Net control will then acknowledge all stations before proceeding forward.

COUNTY NET SCRIPT OUTLINE

Call for check-ins

**Conditional
Announcement:**



If using only one frequency or mode of operation

We will begin now. Any station wishing to check in please call net control now.

If using EchoLink, IRLP or a Linked Repeater System

This net is using <echolink/IRLP/a linked repeater system>. Before transmitting, please allow time for the links to drop. When transmitting, please allow sufficient time for the links to connect before speaking. We will be performing the roll call on each specific <frequency/mode>. (*Call each frequency/mode separately. Repeat the following for users on each frequency/mode.) This call up will be for stations on <frequency/mode> only, please call net control now.

Log:



Log the operator's information in the following format

call sign, name, location, traffic (if there was traffic).

After a pause in check-ins

Net control would like to acknowledge _____ (*acknowledge each station by phonetically stating their call sign).

COUNTY NET SCRIPT OUTLINE

**Conditional
Announcement:**



If using only one frequency or mode of operation

Any additional stations wishing to check in to the net please call net control <your call again phonetically> now.

If using EchoLink, IRLP or a Linked Repeater System

Any additional stations on <echolink/IRLP/a linked repeater system> wishing to check in to the net please call net control <your call again phonetically> now. (*Once no more stations are heard, return to the 'call for check-ins' and call for stations on the next frequency/mode until all are covered.)

Once no more stations are heard

The net will now proceed with traffic. We will take late check-ins after all traffic has been passed. (*Call each station who has traffic in the following format:)

<station's call sign> please proceed with your traffic (*after traffic has been passed, and the machines recycle, thank the station and move on to the next station on the list with traffic).

**Conditional
Announcement:**



If a discussion period is in use

We will now proceed with a round-robin discussion period. This is your opportunity to tell us what you have been involved in, such as classes, contests, projects or anything else related to amateur radio or ARES. I will call each station in the order you checked in. If you do not have any traffic, please respond with "no traffic". At this point, operators may go direct with other stations without approval from net control.

After all traffic and optional discussion

Note:



Repeat the following line until no more stations are heard. If a late check-in has traffic for the net, acknowledge their traffic, when you acknowledge the station. Only ask them to proceed with their traffic after taking all late check-ins.

The net will now take late check-ins. Any station who has not yet checked in please call net control, <your call again phonetically> now.

(*After a pause in check-ins)

Net control would like to acknowledge _____ (*acknowledge each station by phonetically stating their call sign).

Log:



Log the operator's information in the following format

call sign, name, location, traffic (if there was traffic).

Once no more stations are heard

This is <name, call sign> your Net Control Station for today's <county name> net, thanking all those on the net for their participation and support. I'd also like to thank those stations that stood by while the net was in session.

We would also like to thank <repeater call sign(s)> for the generous use of their facilities.

This net is now closed at <time, in 24 hour format> and the frequency/repeater returned to casual amateur use.

73 to all. This is <your call sign>, clear.

Log:



Add the net's end time in 24 hour format to the log.

SAMPLE KINGS COUNTY NET SCRIPT

(*Five minutes before start of net, please make the following announcement)

Greetings to all stations, this is <your call sign>, Net Control Station for today's Kings County ARES Net. The net will start promptly at 20:00 and any station needing to make a call is respectfully requested to do so now. This is <your call sign> standing by.

(At 20:00)

Calling all radio amateurs entitled to use this frequency. This is <your call sign phonetically>, convening the Kings County ARES net at this time. My name is <your first name> and I am acting as Net Control for today's net.

Any station with an actual emergency may break this net at any time by giving their call sign and informing net control they hold such traffic. Control of the frequency will then be turned over to you.

This is a directed net, which means that all contacts should be made through net control, and stations should not secure from the net without advising net control.

The net meets every Sunday at 20:00 on 446.675 -5Mhz and a 114.8 PL tone through the generous facilities of the WA2JNF Repeater. Our members meet on the second Wednesday of January, March, May, July, September, and November at:

250 Baltic Street

Community Room

In the Cobble Hill section of Brooklyn

One purpose of today's net is to learn and practice good operating procedure. When relaying messages, please speak slowly and clearly; there is no need to rush.

SAMPLE KINGS COUNTY NET SCRIPT

We will now proceed with check-ins. When checking in, please call net control by stating my call sign first, <your call sign>, release the push to talk button and allow the carrier to drop (*release the push to talk button and allow the carrier to drop). Wait until you are certain that no one else is speaking; then check in using the following format:

your call sign, name, location and if you have traffic for the net state the word “traffic”.

Net control will then acknowledge all stations before proceeding forward.

(*Call for check-ins)

This is <Your Call>, net control for the weekly Kings County ARES net. I will now proceed with check-ins for the net. Any stations holding traffic and those stations ONLY, please call net control <Your Call>.

I would like to recognize the following stations that have checked-in with traffic:

(*Read out the call signs of the stations that checked in with traffic. Before taking traffic, proceed with check-ins for the rest of the stations wanting to check-in)

Any and all stations with a technician or higher-class license, please call net control <Your Call>.

I would like to recognize the following stations that have checked in:

(*Read out the calls of those who checked-in)

The net will now proceed with traffic. We will take late check-ins after all traffic has been passed. (*Call each station who has traffic in the following format:) <station's call sign> please proceed with your traffic (*after traffic has been passed, and the machines recycle, thank the station and move on to the next station on the list with traffic).

SAMPLE KINGS COUNTY NET SCRIPT

(*Optional)

We will now proceed with a round-robin discussion period. This is your opportunity to tell us what you have been involved in, such as classes, contests, projects or anything else related to amateur radio or ARES. I will call each station in the order you checked in. If you do not have any traffic, please respond with "no traffic".

(*After all traffic and optional discussion)

The net will now take late check-ins. Any station who has not yet checked in please call net control, <your call again phonetically> now.

Net control would like to acknowledge _____ (*acknowledge each station by phonetically stating their call sign).

(*Once no more stations are heard)

This is <name, call sign> your Net Control Station for today's Kings County ARES net, thanking all those on the net for their participation and support. I'd also like to thank those stations that stood by while the net was in session.

We would also like to thank the trustee of the WA2JNF repeater for the generous use of his facilities.

This net is now closed at <time, in 24 hour format> and the frequency/repeater returned to casual amateur use.

73 to all. This is <your call sign>, clear.

DISTRICT WEEKLY NET SCRIPT

(*2 minutes prior to the net, make the following announcement)

This is <Your Call-sign>. The New York City District ARES Net will be held at 8 PM on this frequency. Stations listening are invited to check into the Net, and stations wishing to make a call are requested to do so now. This is <Your Call-sign> standing by.

(At 8PM)

Calling all radio amateurs entitled to use this frequency. This is <Your Call-sign> convening the New York City District ARES Net at this time. My name is <Your Name>, and I am your Net Control Operator for this evenings Net. Any station with an actual emergency may break this Net at any time by giving their call sign and informing Net Control they hold such traffic. Control of the frequency will then be turned over to you.

This is a directed Net, which means that all contacts should be made through Net Control, and stations should not secure from the Net without advising Net Control. This Net meets every Monday at 20:00 through the generous facilities of W2ABC and the Broadcast Employees Amateur Radio Society. In the event of a declared emergency, all operators will be asked to stand by for information and instructions on this frequency.

The purpose of this Net is to provide practice in net operations and handle announcements of interest to the ARES community.

This Net is using a linked repeater system. Before transmitting, please allow time for the links to drop. When transmitting, please allow sufficient time for the links to connect before speaking.

We will now proceed with check-ins. We will be performing the check-ins by county. Each county will be called and Emergency Coordinators or their Assistants should check-in first followed by stations in that county, and that county only. When checking in, please call Net Control by stating my call sign first, <Your Call-sign>, release the push to talk button and allow the carrier to drop, and wait until you are certain that no one else is speaking; then check in using the following format: your call sign, name, location, and if and only if you have traffic for the net state the word "traffic".

DISTRICT WEEKLY NET SCRIPT

(Call users in each county separately. Repeat the following line for each county.)

This call up will be for stations in <county> only, please call Net Control now.

- Bronx County
- Kings County
- New York County
- Queens County
- Richmond County
- Outside of New York City

(*After a pause in check-ins)

Net Control would like to acknowledge _____ (*acknowledge each station that checked in). Any additional stations wishing to check in to the net from <county> please call Net Control <Your Call-sign> now.

(*Once no more stations are heard)

The Net will now proceed with Comments from each County Emergency Coordinator, followed by traffic from those stations holding traffic. We will take late check-ins after all traffic has been passed

(*Call each County EC in the following format:)

<station's call sign>, please proceed with your business.

(*After they have completed their business, thank the station and move on to the next EC).

(*Call each station who has traffic in the following format:)

<station's call sign> please proceed with your traffic.

(after traffic has been passed, and the machines recycle, thank the station and move on to the next station on the list with traffic).

(*After all traffic has been passed)

The Net will now take late check-ins. Any station who has not yet checked in please call Net Control, <Your Call-sign> now.

Net Control would like to acknowledge _____ (acknowledge each station that checked in).

DISTRICT WEEKLY NET SCRIPT

(Once no more stations are heard)

This is <Your Call-sign> your Net Control Station for today's New York City District ARES Net, thanking all those on the Net for their participation and support. I'd also like to thank those stations that stood by while the Net was in session.

For more information about New York City District ARES, please visit the New York City District ARES website at www.aresnyc.org. for information about our organization, upcoming events and contact information for the District and County leadership.

We would also like to thank W2ABC and the Broadcast Employees Amateur Radio Society for the generous use of their facilities.

This net is now closed at <time, in 24-hour format> and the frequency/repeater returned to casual amateur use.

73 to all. This is <Your Call-sign>, clear.

NET CONTROL CHECKLIST

- ✓ A net frequency and when necessary a backup net frequency.
- ✓ If a repeater will be used: permission from a repeater trustee. Written permission, which can include an email, is preferred.
- ✓ Copy of net script or manual
- ✓ Writing implement and paper for logging
- ✓ Copy of log form(s)
- ✓ Perform a signal test on the net frequency
- ✓ Clock or watch for logging the time
- ✓ Backup net control operator
- ✓ Backup radio, battery or power supply
- ✓ Manuals for your equipment



New York City District ARES - TAC FREQUENCIES



COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET 2016 NYC DISTRICT ARES TAC FREQUENCIES						FREQUENCY BAND: UHF / VHF ICS 217A		
Channel Name	Channel Config	Repeater Call	Gen Covg Area	RX FREQUENCY	RX TONE	TX FREQUENCY	TX TONE	REMARKS
CW 1	REPEATER	KC2LEB	K-Q-NY-R-BX	440.550	141.300	445.500	141.300	District Wide
CW 2	REPEATER	KC2GOW (V)	K-Q-NY-R-BX	147.315	118.800	147.915	118.800	District Wide
CW 3	REPEATER	KC2GOW (U)	K-Q-NY-R-BX	445.125	141.300	440.125	141.300	District Wide
KC 1	REPEATER	WA2JNF	K-Q-NY-R	446.675	114.800	441.675	114.800	District Wide
KC 2	REPEATER	KB2SUR	K-Q-NY-R-BX	449.825	162.200	444.825	162.200	District Wide - Long Island
NC 1	REPEATER	W2ABC	K-Q-NY-R-BX	147.270	141.300	147.870	141.300	District Wide
NC 2	REPEATER	K2JRC	K-Q-NY-BX	443.700	127.300	448.700	127.300	NYC - BRONX
NC 3	REPEATER	WB2ZZO	K-Q-NY-BX	444.200	136.500	449.200	136.500	NYC - BRONX
BXC 1	REPEATER	N2NSA	K-Q-NY-BX	443.300	123.000	448.300	123.000	NYC - BRONX
RC N1	REPEATER	WA2IAF (1)	K-R-NY	146.880	141.300	146.280	141.300	KINGS - RICHMOND NO.
RC N2	REPEATER	WA2IAF (2)	K-R-NY	447.375	141.300	442.375	141.300	KINGS - RICHMOND NO.
RC N3	REPEATER	WA2IAF (3)	K (BASE) R (SO)	445.825	156.700	440.825	156.700	KINGS - RICHMOND SO.
SIERRA 1	REPEATER	WB2ZEX		447.875	167.900	442.875	167.900	PORTABLE REPEATER
SIERRA 2	SIMPLEX			444.125	114.800	<----->		
SIERRA 3	SIMPLEX			446.675	114.800	<----->		
SIERRA 4	SIMPLEX			146.595	151.400	<----->		
SIERRA 5	SIMPLEX			146.550	141.300	<----->		
SIERRA 6	SIMPLEX			446.075	156.700	<----->		
SIERRA 7	SIMPLEX			146.580	141.300	<----->		
SIERRA 8	SIMPLEX			446.063	156.700	<----->		