



Heart of TN. A. R. E. S.



Heart of Tennessee
Amateur Radio Emergency Service®

Administration
ADM 4-1

Administration Public Service Event Planning

1. Introduction

Public Service is a hallmark of the Amateur Radio Emergency Service® (ARES®). Participation in Public Service events is encouraged. These events may include the public demonstration of Amateur Radio, supporting events such as races, marathons, parades and other similar events. Sufficient notice of participating in such events should be given to allow members to schedule the event and to insure adequate participation to meet the event's needs.

2. Responsibilities

All members should be alert to opportunities for Public Service and follow the guidelines defined in this Standard Operating Guideline (SOG). There may be times when the time intervals may not be possible and consideration will be given to those events if resources are available.

3. Related Publications

ARRL Public Service Communications Manual (PSCM)

<http://www.arrl.org/FandES/field/pscm/>

ARRL Special Events Communications Manual (SECM)

<http://www.arrl.org/FandES/field/spevman/index.html>

4. Definition of Terms

AEC Assistant Emergency Coordinator

ARES® Amateur Radio Emergency Service (ARES® and Amateur Radio Emergency Service are registered service marks of the American Radio Relay League.)

EC Emergency Coordinator

Public Service Event A Public Service event is any non-profit event in which Amateur Radio may be used to provide communications in support of the event. Examples include parades, non-commercial sporting events, etc.

SOG Standard Operating Guidelines



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5. Guideline

5.1. Notice

At least 30 days before the event, the Planning Committee should be notified of any Public Service event in which ARES[®] members are desired to participate. Consideration should be given to the number of individuals required to support the event.

5.2. Coordination

The Planning Committee will assign an individual to serve as Event Coordinator. The Event Coordinator will be responsible for recruiting needed resources from ARES[®] and to work with event organizers in coordinating required activities.

5.3. Planning

The Event Coordinator will be responsible for developing an Operations Plan (OPLAN) that defines the ARES[®] methods of operation and frequencies to be employed during the event. This may include obtaining permission to use repeater resources and space to locate the Mobile Communications Facility (RV) if employed in the operation. The plan may be as simple as a one-page sheet with all the pertinent information on it.

6. Release Information

Keith E. Miller, SR., N9DGK, Emergency Coordinator, is the author of this document. The date of publication for this document is March 17, 2008, and is the initial release.