Summary of Procedures for the Knox County Ham Radio
Community Emergency Communications Program

This document is intended as a quick reference only. Consult the other documents that are listed on the site for detailed procedures.

1.0 Frequencies
    1.1 W1PBR repeater (voice/NBEMS): 147.060 + 91.5 (Lenfest) 100.0 (Benner)
    1.2 Simplex: 147.540 (P), 146.475 (S), 147.450 (T). Waldo Primary: 146.430
    1.3 Packet BBS: KB1TCE-2 145.010
    1.4 Packet RMS: KB1TCE-10 145.010
    1.5 Statewide HF SSB: 7262 LSB (day); 3940 LSB (night)
    1.6 NBEMS digital: 3583 USB +1000 Hz Olivia 8/500

2.0 Knox County Community Emergency Service Net
    2.1 During an emergency situation, all volunteer operators should be active at the top of each hour on the Knox repeater system. Other operators (not formally enrolled) are invited to participate and should check in. The recommended preamble may be found in this site's index.
        2.1.1 If an event is forecast, the Chimes NCS should try to recruit the first NCS for the Emergency Service Net.
        2.1.2 During the event, if not predetermined, one operator should agree to act as NCS.
        2.1.3 Operators should provide their location (home, shelter, EMA, mobile, etc.) and note local conditions.
        2.1.4 Pass traffic as needed by voice or NBEMS (only if necessary).
        2.1.5 Assign NCS for the next hour and close net.

3.0 Handling of General Third Party Messages within the County
    3.1 For general community 3rd party communications, the operator should relay to a participating station closest to the addressee. That station, if it accepts the message, should arrange for delivery. An operator should not accept a message if he is unsure if he can deliver the message.
        3.1.1 If an operator has accepted a message for delivery and it is not deliverable, he will have to contact the originating station to let him know it was undeliverable. The originating station should then make an effort to notify the sender that the message could not be delivered.
    3.2 For higher priority traffic (e.g. medical or safety issue), the operator should make contact with the town or county EMA in lieu of 911 access. This would be the case if the person's safety or health is in danger.
        3.2.1 Contact the Knox EMA on the repeater or on the primary simplex frequency. The EMA will be staffed during an emergency and will be monitoring the ham frequencies even if no volunteer ham is on duty.

4.0 Handling of Formal Third Party Welfare Messages Out of the County (NTS & Winlink)

4.1 Refer to the relevant NTS-related documents listed in the index to this site for proper procedures and examples.

4.2 Do not raise the sender's expectations for NTS traffic delivery. A human has to receive the message and arrange for delivery. Time-wise, NTS is about comparable to sending a letter.

4.3 Be sure that all 3rd party traffic meets the legal requirements for passage over ham radio circuits.

4.4 Determine the most efficient form of message transport:

    4.4.1 If an email address for the addressee is provided and there is confidence that the email address would be functioning (i.e. recipient is outside of the affected area), send the message via Winlink. This is essentially instant once the message has been delivered to an RMS.

    4.4.2 The subject line should state whom the message is from. (This message sent on behalf of <name>.) An unclear subject line may lead the recipient to think that the message is spam.

    4.4.3 In the message body include the full text of the sender's message with signature. Render all ARL numbers as plain text. Do not add any content of your own to this part.

    4.4.4 Add a postscript on the message briefly describing how the message is being sent and why this circuit is being used. Ask the recipient to reply, keeping the subject line intact with no modifications. Note: the RMS Express auto read receipt only works for Winlink addresses.)

    4.4.5 If the message is of significant importance, you may also opt to send an NTS radiogram in addition to the Winlink email as a backup.

    4.4.6 If there is no email address or there is a high likelihood that the recipient's email is not functioning, send the message via NTS/NTSD in radiogram format.

4.5 Moving the traffic to NTS or NTSD

    4.5.1 Move the traffic directly to the Seagull Net or other active traffic net. In a widespread outage of services the NTS nets will most likely have expanded operating schedules.

    4.5.2 Move the traffic to an NTSD Digital Relay Station by voice or by placing the message on the KB1TCE-2 BBS. Note that NTSD, if available, has a much higher capacity than via manual nets.

    4.5.3 If you have Winlink access and are trained to send properly formatted radiogram batch files, inject the traffic directly to NTSD via an Eastern Region MBO. This is very efficient and bypasses the local/section nets and DRS.

5.0 In-County Relays for Out-of-County Traffic

    5.1 For Winlink system traffic, if an operator does not have a way to access the Winlink system directly:

        5.1.1 Relay by voice to an operator with Winlink HF access.

        5.1.2 Deposit the traffic on the KB1TCE-2 BBS using packet. It will be manually forwarded from there.

        5.1.3 For a message to be routed through NTS, contact an NTS liaison via voice or digital if you cannot interface with NTS directly.