

ASRC COMMUNICATIONS RULES

I. Definitions

- A. FCC is the Federal Communications Commission
- B. Group is an ASRC member Group of any type, unless stated otherwise.
- C. Net is one or more radios transmitting

II. ASRC Communications Secretary

A. Duties

- 1. Applies for, maintains, and renews ASRC FCC licenses, as directed by the ASRC Board.
- 2. Advises the ASRC Board concerning needs for changing, and obtaining FCC licenses.
- 3. Maintains records of, and advises the Board on agreements with outside organizations that pertain to FCC licenses.
- 4. Advises the Board and internal organizations on matters pertaining to FCC licenses.
- 5. Maintains records radios (Units) being used on ASRC licenses as required by the FCC.
- 6. Maintains records of, and advises the Board of disbursement of, ASRC owned communications equipment.

B. Requirements

- 1. Be an ASRC Active member in good standing.
- 2. Appointed by the ASRC Board.

III. FCC Licenses

- A. Signature authority for ASRC licenses shall be the ASRC Board Chairman.
- B. Control Point on ASRC licenses.
 - 1. Name, address, and phone.
 - a. Name shall be the "ASRC Communications Secretary".
 - b. Address shall be ASRC Corporate headquarters.
 - c. Phone number shall be ASRC Dispatch.
 - 2. ASRC Corporate headquarters and ASRC Dispatch personnel shall insure a timely response to FCC calls and letters. This shall be done according to Procedures set up by the ASRC Communications Secretary.

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III. C. Use of FCC licenses

1. ASRC licenses shall be used only for search and rescue operations, training, and, minimally, for testing equipment.
2. Temporary agreements for use of ASRC licenses by external entities, or ASRC use of licenses belonging to other organizations.
 - a. Last only for that individual event (mission or training).
 - b. Are recorded in the Mission and initialed by Net Control, or IC.
3. Net Control (Person)
 - a. When any ASRC FCC license is used, an ASRC member must be present, accept responsibility for, and be in charge of, the use of the license(s).
 - b. This member's name shall be stated in the log as the "NET CONTROL" along with date and time that he became Net Control. Net Control may be transferred among qualified members during any event.
 - c. Only the following can be Net Control:
 - 1) For training events: For a Certified Group an ASRC Incident Staff. For a Probationary Certified Group only, a Field Team Leader may also act as Net Control.
 - 2) For testing, Incident Staff
 - 3) For search and rescue missions, an Incident Staff.

D. Discipline

1. A Net Control is in charge of a net and has authority to remove any person from that net for violations of FCC regulations and ASRC rules.
 - a. Such action is to be recorded in the Net log, and reported, in writing, stating the reason for removal, to the ASRC Communications Secretary, and the removed member's Group Chairman. At Large members are to be reported to the Board Chairman.
2. The Communications Secretary, or the Board Chairman can suspend any user's privilege to be Net Control, or be on an ASRC net at any time.
 - a. Such action may initially be verbal, but must be in writing, stating the reason for the suspension, and copies sent to the suspended member, and the Board Secretary, within one week of the verbal suspension.
 - b. The Board shall review any such action at its next meeting.

ASRC POLICY and PROCEDURES for COMMUNICATIONS

I. Definitions

- A. FCC is the Federal Communications Commission
- D. Group is an ASRC member Group of any type, unless stated otherwise.
- E. Net is one or more radios transmitting

II. Rules and Regulations to be emphasized

- A. Licenses are to be used only under the conditions stated in the ASRC Communications Rules.
- B. Keep transmissions short and to the point
- C. No cursing or joking (the serious stuff is funny enough as it is)
- D. Use of the ASRC licenses during Search and Rescue operations is not an emergency condition.

III. Radio Use

- A. Messages will be broadcast in the clear, using only the following "codes"
 - 1. ACIU Phonic Alphabet
 - 2. ASRC Prowords.
 - 3. Frequencies will be abbreviated by using the digits to the right of the decimal. Where confusion may occur, digits to the left of the decimal may be added.

Common abbreviations are:

.16	155.160
.205	155.205
.28	155.280
.34	155.340 (med Channel)
.40	155.400 (med channel)
.775	150.775
4.28	154.280 (DC Mutual Aid)

ASRC POLICY and PROCEDURES for COMMUNICATIONS

III. B. Transmission procedures

1. Base is in charge of the net, this authority may be delegated to a relay(s), but responsibility still remains with the Net Operator.
2. All units will talk to base, or a designated relay.
3. Units may talk direct to other units only when given permission by base, or designated relay; and only when base or a designated relay can not be contacted.
4. Base will minimally transmit the License (Call Sign) at half hourly intervals.

C. All mission transmissions on any net are confidential.

D. Declaring an Emergency

1. An emergency exists only when there is immediate danger of injury or death.
2. An emergency can be declared by Net Control.
3. An emergency must be stated on the air when it starts, and when it ends. Both transmissions must be logged.

E. Tactical Call Signs

1. Are designated by Net Control and last only for the duration of the operation.
2. Standard names are the ACIU Pbonic Alphabet, and Last names

F. Non ASRC radios used on ASRC Nets

1. Net Control may allow use of non ASRC radios on an ASRC Net, on a case by case basis.
2. Net Control is to attempt to check that the radio is type accepted, and in acceptable operating condition; however, the radio is still the responsibility of the owner.

G. Use of standard PL (Private Line, CTCSS)

1. Standard PL is 127.3 Hz..
2. Standard PL is to be used on frequencies:
150.775.
3. Standard PL is not used on medical frequencies:
155.340, 155.400.
4. Standard PL is not to be used on frequencies:
155.160, 155.205, 155.280;
until all ASRC and Group owned radios can transmit and receive PL on all of the frequencies. (Using PL on transmit only is acceptable.)
6. Obtaining radios with:
 - a. programmable PL is highly recommended.
 - b. single PL, that can be turned on and off is acceptable.
 - c. PL that can not be turned off is discouraged.
 - d. no PL capability is discouraged.

ASRC POLICY and PROCEDURES for COMMUNICATIONS

IV. Communications Equipment

A. ASRC owned

1. Will be issued to Certified Groups who will be responsible for care and maintenance of that equipment.
2. A Group may be charged for replacement or repair of lost or damaged (beyond normal wear) equipment issued to it.

B. ASRC Unit numbers

1. Will be given only to ASRC and Group owned radios that are type accepted for, and transmit on ASRC FCC license frequencies.
2. Inventory of Unit numbers will be kept by the ASRC Communications Secretary.
3. It is the responsibility of Group communications personnel to advise the Communications Secretary of changes in their inventories.

C. Group and Personally owned

1. Any communications equipment left with the ASRC for security, care or distribution at any ASRC or Group event (mission, training,...) is done so at the owner's risk. The ASRC and the ASRC responsible member(s) are not responsible for any damage or loss, for any reason, including negligence.
2. Ownership, or possession of any communications equipment is not permission to use any FCC license, or enter any net.

D. Markings on all communications equipment

1. Owner's name or color code.
2. Unit number, if applicable.
3. List of which frequencies are on which switch setting.

E. Frequencies on radios.

1. Frequencies on a radio are the responsibility of the owner. It is recommended that transmit frequencies, not covered by a license, not be on any radio that may be used by persons other than the owner.
2. Frequencies needed by ASRC are, in priority order:

Trans.	Rec.		
155.160	same	No PL	Simplex
155.205	same	No PL	Simplex
155.280	same	No PL	Simplex
150.775	155.160	PL on Tx	Half Duplex (max Tx 2.5 W)
150.775	155.205	PL on Tx	Half Duplex (max Tx 2.5 W)
150.775	155.280	PL on Tx	Half Duplex (max Tx 2.5 W)
155.380	same	No PL	Simplex
155.400	same	No PL	Simplex

ASRC PROWORD LIST

- Status 1 - Patient can walk.
- Status 2 - Patient needs medical assistance and carried.
- Status 3 - Subject needs carried only (i.e. dead).
- Go Direct (unit) - Talk directly with (unit), bypassing
Base or Relay
- Copy Direct (unit) - Heard (unit)'s message.
- Over - I'm done talking, awaiting reply.
- Out - I'm done talking, no reply expected.
- Clear - I'm done talking, no reply expected.
- Stepped On - Message was not hear because somebody else was
talking.
- Breaking Up - Message was not understood because your signal
was so weak that static covered parts.
- Say Again - Repeat what you just said.
- I Copy (message) - I understood your message to be (message).
Base - Command Post or Base station.
- Command Post (Charlie Papa or CeePee) - Same as Base.
- Relay - A unit that passes messages, usually between field
units and Base.
- Off The Air - I am turning off my radio.
- Stand by - Wait until I get back to you
- (unit) Go Ahead - (unit) state your message, I'm listening.
- Priority Traffic - Important message. Inturrupts other
messages. All operators should listen and
be sure that others can not hear.
- Secure the Net - Operators make sure that others can not
hear.

POLICY for FCC LICENSE AGREEMENTS with EXTERNAL ENTITIES

I. Definitions

II. Agreements for External Entities to use ASRC Licenses

- A. The ASRC shall enter into written agreements with External Entities for use of ASRC FCC licenses on a limited basis, so as to insure availability of the licenses for its use.
- B. Agreements shall;
 - 1. Be approved by the Board and signed by the Chairman.
 - 2. Not extend beyond the renewal date of the license.
 - 3. Allow the ASRC monitor and control the use, as needed.
 - 4. Only for license(s):
 - KA8-1942; frequencies:
155.160, 155.280, 155.205
- C. Only temporary agreements lasting for an individual Mission or Training event are excluded.

III. Agreements for ASRC to use an External Entity's Licenses

- A. The ASRC shall enter into written agreements with External Entities for use of their FCC licenses on a limited basis, and when such agreements are deemed to be important to the ASRC fulfilling it's missions.
- B. Agreements shall;
 - 1. Be approved by the Board and signed by the Chairman.
 - 2. Not extend beyond the renewal date of the license.
- C. Only temporary agreements lasting for an individual Mission or Training event are excluded.

PROCEDURES for OBTAINING USE of ASRC FCC LICENSES by
EXTERNAL ENTITIES

I. Procedures

- A. An External Entity must apply to the Board for use of a license.
- B. The applicant must provide the Board with:
 1. An explanation of why the Entity needs use of the license.
 2. How, when, and where it is expected to be used.
 3. The number and type of radios to be used.
 4. A copy of the Entities Radio Rules, Policies, and Procedurese.
 5. A list of at least three Control Points; that is, names and phone numbers of personnel who will be able to immediately contact personnel who are operating a Net.
- C. The Board and the ASRC Communications Secretary shall review the application and provide the Entity with a written reply as to the final disposition of the request.
- D. Agreements shall be signed by the ASRC Chairman, and by a member of the Entity who has signature authority for that Entity.
- E. Agreements shall be written and contain;
 1. The right of the ASRC to monitor and control the use, to include termination of the agreement, without warning.
 2. The necessity of the Entity to follow FCC regulations, and conditions of the agreement.
 3. That the Entity shall provide the ASRC with a current list of Control Points.
 4. Limitations on the use of the license;
when it can be used (SAR Operations, and/or Training);
where it can be used;
how many Radios, of what type, and max Watts (Output.
 5. Other conditions which the Board may impose.

PROCEDURES for REPLIES to FCC LETTERS and CALLS

- I. Mail from the FCC will be immediatly opened by a member instructed in identifying FCC correspondence requiring an immediate reply. If such a reply is needed, that person will immediately, by phone, contact one of the following, in the order listed, who will take action to insure a timely reply. Communications Secretary, ASRC Vice Chairman, Chairman, a Communications Specialist. If no immediate reply is needed the correspondence will be forwarded to the Communications Secretary as per his instructions.

- II. Phone inquires from the FCC will get immediate response.
 - A. Dispatch will get the FCC's representative's name, phone number, address, a brief description of the inquiry, and the urgency.

 - B. Dispatch will contact the following, in the order listed, until one officer takes responsibility to immediately interface with the FCC representative:
 1. If a mission is in progress, the mission Communications Officer, or Incident Commander.
 2. Communications Secretary
 3. Vice Chairman
 4. Chairman

 - 3) Dispatch, and the responding officer, will both advise the Communications Secretary of the FCC inquiry as as possible.

ASRC COMMUNICATIONS COMMITTEE CHARTER

I. Purpose

- A. To provide inter-Group interface, and inform and recommend to the ASRC Board concerning communications rules, policies, procedures, problems and solutions.

II. Structure

A. Membership

1. Each Certified Group shall have one voting representative appointed by that Group.
2. Non-voting members may be any ASRC member in good standing, who is voted in by a majority vote of the Committee, and accepts the membership. A majority vote also can remove a non-voting member.
3. Privileges of membership are: to speak at Committee "Closed" meetings, and to be able to accept or dodge the assignment of, or being railroaded into, Committee tasks.
4. All representatives can vote on all matters; ties are treated as motion defeated.

B. Officers

1. Chairman
 - a. Committee member in good standing, who is voted in at the annual announced meeting, and serves for one year.
 - c. Duties
 - 1) Chairs meetings.
 - 2) Interfaces with the Board.
 - 3) Prepares annual report.
2. Vice Chairman
 - a. Committee member in good standing, who is voted in at the annual announced meeting, and serves for one year.
 - b. Duties
 - 1) In absence of the Chairman, executes the Chairman's duties.
3. Secretary
 - a. Anyone who is willing to do the job. This person will be thanked, and reaffirmed at the annual announced meeting.
 - b. Duties
 - 1) Keeps minutes of meetings.

C. Meetings

1. An annual meeting shall be held in October or November, and announced at the August Board meeting.
2. All meetings shall be open to all ASRC members.
3. Speaking at a meeting, or part of a meeting, may be limited to only Committee members by a vote of the Committee; this is called a Closed Meeting.