

DEFINITIONS for RULES, POLICIES, & PROCEDURES

ASRC - Appalachian Search & Rescue Conference Inc.

Board - ASRC Board of Directors

Call-Sign - letter(s) or number(s) identifying a transmission source.

Chairman - ASRC Board Chairman

FCC - Federal Communications Commission

Group - any ASRC member Group of any type, unless stated otherwise.

License - An FCC license, unless stated otherwise.

Member - ASRC member, unless stated otherwise.

net (radio) - one or more radios transmitting.

Net Control - Individual who accepts responsibility for, and is in charge of an ASRC radio net.

Unit (Number) - A radio transmitter, owned by a Group, used on an ASRC License, and listed in the ASRC inventory.

COMMUNICATIONS RULES

I. ASRC Communications Secretary

A. Requirements

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

B. 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 inventory of Units (radios).
6. Maintains records of, and advises the Board of disbursement of ASRC owned communications equipment.
7. Additional duties may be added, in agreement with the Board.

III. FCC Licenses, Administrative

A. Signature authority for ASRC licenses shall be the ASRC Board Chairman.

B. Control Point

1. On ASRC Licenses shall be:

Name: "ASRC Communications Secretary".  
Address: ASRC Corporate headquarters.  
Phone: ASRC Dispatch.

2. ASRC administration personnel shall insure a timely response to FCC calls and letters, according to Procedures set up by the ASRC Communications Secretary.

C. Contact with the FCC

1. Any member contacted by the FCC concerning any License used by the ASRC shall inform the Communications Secretary, or Chairman as soon as possible.

2. Contacting the FCC

- a. The primary contact shall be the Communications Secretary
- b. The Chairman may contact the FCC at any time.
- c. All others must gain permission from the Communications Secretary or the Chairman before making any contact concerning any License used by the ASRC.

D. DOCUMENTS TO BE KEPT @ HQ

1. LICENSES
2. OFFICIAL CORRESPONDENCE
3. RULES + POLICIES
4. EQUIPMENT SPECIFICATIONS + STANDARDS

COMMUNICATIONS RULES

III. FCC Licenses, Operational

- A. ASRC licenses shall be used only for search and rescue operations, training, and, minimally, for testing equipment.
- B. Net Control
1. When any FCC License is used by the ASRC; a Member must be present, accept responsibility for, and be in charge of, the use of the license(s).
  2. Only the following Members can be Net Control:
    - a. For search and rescue missions: Incident Staff.
    - b. For training events: an Incident Staff, or a Field Team Leader who has been approved by the Group's Training and Commo Officers.
    - c. For testing: Incident Staff
  3. The Net Control's name, and the Date and Time shall be entered in the Commo or Mission log, *1st Edition - 13 Knot.*
  4. Net Control may be transferred among qualified Members during any event.
  5. Use of an ASRC License for a Convoy to or from an event is discouraged, but when done has the same requirements as a Training Event.
- C. Temporary (operational) agreements for use of ASRC licences by external organizations, or ASRC use of licenses belonging to other organizations.
1. Last only for that individual event (mission or training).
  2. Are authorized by the ASRC IC and recorded in the Log.
- D. Discipline
1. The 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 Chairman.
  2. The Communications Secretary, or the 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 this at its next meeting.

*Handwritten signature and initials*

COMMUNICATIONS POLICY and PROCEDURES

I. Using FCC Licenses

- 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)
4.28	154.280 (DC Mutual Aid)

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 Control.
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; or when base or relays can not be contacted.
4. Base will transmit the License Call Sign; as part of the first transmission on a Net, at half hourly or shorter intervals, as part of the last transmission on a Net.

C. All mission transmissions on any net are confidential.

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 Phonic Alphabet, and Last names

F. Non ASRC equipment used on ASRC Nets

1. Net Control may allow use of non ASRC equipment 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.

ASRC POLICY and PROCEDURES for COMMUNICATIONS

I. Using FCC Licenses (cont.)

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

1. Standard PL is 127.3 Hz..
2. Standard PL is not used on medical frequencies:  
155.340, 155.400.
3. 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.)
4. 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.

II. 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. 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 responsible Member(s) are not responsible for any damage or loss, for any reason, including negligence.

D. Markings on communications equipment

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

ASRC POLICY and PROCEDURES for COMMUNICATIONS

II. Communications Equipment (cont.)

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
155.380	same	No PL	Simplex
155.400	same	No PL	Simplex

III. Agreements with External Entities for use of FCC Licenses

- A. Only temporary (operational) agreements are excluded from this section.
- B. Agreements shall follow ASRC Policies for written agreements, and be signed by the Chairman.
- C. Shall not extend beyond the renewal date of a license.
- D. Agreements for use of use ASRC Licenses shall:
  1. Allow the ASRC monitor and control the use, as needed.
  2. Be only for License KA8-1942;  
frequencies: 155.160, 155.280, 155.205
- E. The Mountain Rescue Association License shall be used only for missions in states not covered by KA 8 1942.

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 Communication Rules, Policies, and Procedures, if it has them.
  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 signature authority for the 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. That the Entity shall provide the ASRC with a current list of Control Points.
  3. Limitations on the use of the license;  
ASRC rules that must be followed  
when it can be used (SAR Operations, and/or Training);  
where it can be used;  
how many Radios, of what type, max Watts Output...
  4. Other conditions which the Board may impose; such as ASRC Rules which must be followed.

ASRC PROWORD LIST

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