

# *Prince George Amateur Radio Club and City of Prince George Emergency Social Services Agreement*

---

Between: The City of Prince George, ESS Committee

And: Prince George Amateur Radio Club  
Box 835  
Prince George, B.C.  
V2L 4T7

Effective: January 1, 2002

This document describes the volunteer services provided by the Prince George Amateur Radio Club (PGARC) to the City of Prince George Emergency Social Services Committee (ESS) during emergencies or disasters. ESS is just one component of the overall Prince George Amateur Radio Club commitment. Club resources will be deployed on a priority basis depending the nature of the event. Resource deployment decisions will be made in consultation with the City's Emergency Communications Coordinator, Emergency Program Coordinator, and ESS Director and the Provincial Emergency Program Regional Manager, Regional Amateur Radio Representative, and PEOC Station Manager and/or their alternates. All PGARC members are volunteers and their equipment is privately owned. As volunteers, they will endeavor to provide emergency communication service to the best of their ability but are under no legal requirement to do so.

## **ASSOCIATED DOCUMENTS & REFERENCES**

- *City of Prince George Emergency Plan*
- *North East / North West Regional Amateur Radio Emergency Communication Plan*
- *PEP Amateur Radio Guide*
- [www.percs.bc.ca](http://www.percs.bc.ca)
- [www.pgarc.org](http://www.pgarc.org)

## **PGARC CAPABILITIES**

Amateur Radio communications within the city will primarily occur in the VHF band. Using PGARC repeater facilities, communications coverage throughout the city is possible. In addition, communication links using Amateur Radio mountaintop repeaters exist in all directions from the City, including Mackenzie, Fort St. John, McBride, Quesnel, Vanderhoof and beyond. If these links fail, HF (short-wave) radio may be used.

Most radio communications will take place in plain language over open radio channels. Therefore, confidential or sensitive information may require special handling.

## **CALL-OUT PROCEDURES**

As per "*North East / North West Regional Amateur Radio Emergency Communication Plan*".

# *Prince George Amateur Radio Club and City of Prince George Emergency Social Services Agreement*

---

## **AMATEUR RADIO SERVICE**

Volunteer amateur radio operators have organized to provide emergency radio communications in the service of the public with a focus on supporting the operation of:

PREOC	Provincial Regional Emergency Operations Centre
EOC	Emergency Operations Centre
ESS	Emergency Social Services
OTHERS	Provincial & municipal governments, primary responders, volunteer emergency responders and essential service providers such as BC Hydro

Operators must possess an Amateur Radio Operator Certificate with appropriate qualification for the type of equipment or frequency bands being used.

Persons without the appropriate qualifications may assist while under the direct supervision of a qualified amateur radio operator.

## **MATERIALS and SUPPLIES**

Equipment and antennas to operate on HF and 2 meter frequencies have been established at the PREOC.

Equipment and antennas to operate in the 2 meter band from the primary Prince George city EOC are available on site.

Amateur Radio operators will use their personal equipment at reception centres, incident sites and other locations as required.

The City ESS committee will provide all office supplies, suitable workstations, food and shelter etcetera to the PGARC volunteers while they are on the job.

## **PGARC RESPONSIBILITIES**

Planning and support of emergency communications for the ESS team

Recruitment, training and management of Amateur Radio Operator volunteers

Overall management of ESS emergency radio communications prior to, during and after a response

Providing media release information concerning communications to the ESS Director and Public Information Officers.

# *Prince George Amateur Radio Club and City of Prince George Emergency Social Services Agreement*

---

As a member of the ESS Committee, sends delegates or alternates to all scheduled meetings and training sessions

Notifies the City's Emergency Program Coordinator of any changes to contact names for inclusion in the appendix to the City's emergency plan. The ESS Director shall use this appendix to contact the Prince George Amateur Radio Club leaders.

This agreement does not restrict PGARC members from assuming other volunteer duties for ESS. However, these other duties must not interfere with any commitments made to or by the PGARC. For example, radio operators may not leave their assigned radio jobs.

## **AMATEUR RADIO SUPERVISOR**

The Municipal Amateur Coordinator (MAC) Reports to the Municipal Emergency Communications Coordinator (MECC) who works with the ESS Director to provide communications personnel as required.

Duties are defined in the *North East/North West Regional Amateur Radio Emergency Communication Plan*

Attend applicable courses offered through PERCS, and the Justice Institute of B.C. and partner agencies. The course "Introduction to ESS Reception Centre Operations" is recommended.

## **AMATEUR RADIO OPERATORS**

Report to the Municipal Amateur Coordinator (MAC) and while assisting ESS, work under the guidance of ESS supervisory personnel.

Duties are defined in the *North East / North West Regional Amateur Radio Emergency Communication Plan*

## **MESSAGE CLERKS**

Reception centre message clerks report to and work with the radio operator(s). During small events, the radio operator will likely perform message clerk tasks.

Duties are defined in the *North East / North West Regional Amateur Radio Emergency Communication Plan*

This document was approved by the membership of the Prince George Amateur Radio Club at the annual general meeting on Tuesday January 8, 2002 and signed on behalf of the club by Frank Vanderzande and Graig Pearen.