

VERSION 1.2.2
As of May 19, 2019

ARRL FIELD DAY



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Operations Plan

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ECARA FIELD DAY OPERATIONS PLAN

CONCEPT OF OPERATIONS

The Emerald Coast Amateur Radio Association (ECARA) will participate in the annual Amateur Radio Relay League (ARRL) Field Day by setting up a minimum of three radios and associated equipment (antennas, etc.) while operating under simulated “emergency” conditions for a twenty-four (24) hour period. Communication modes available will be voice, digital, and CW (Morse code), all dependent upon the number of operators and equipment available. Satellite operations may also be attempted during the event.

Set-up will start on June 22 at 0900. Radio operations will commence on June 22 at 1300 and ending not later than June 23 at 1300. Tear down will follow immediately upon cessation of radio operations.

We will have use of the Santa Rosa County Emergency Management Command Trailer as a shelter/operating position and means of attracting the attention of the general public.

We will provide information to the general public on the capabilities of amateur radio during an emergency event and make available local disaster preparedness information to hand out to any visitors.

There will also be a **GOTA** (Get-On-The-Air) station available for non-licensees to use. This station will be limited to a maximum of 500 contacts during Field Day and utilize a different callsign than the club call. (See Field Day Rule 4.1.1. for more information and particulars.)

This event is a contest within a “fun” atmosphere, geared to getting non-licensees as well as people who don’t normally use HF to get on-the-air experience.

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OPERATING LOCATION

We will be operating on Santa Rosa Island in Navarre, next to the Navarre Beach Marine Science Station. As you drive over the causeway onto the island, look to your left (across from Juana's) for the Santa Rosa County Emergency Management Command Trailer. If you have a ham radio, talk-in frequency will 444.200 (100.0 hz tone).

GPS coordinates are:

30.22.57 North

86.51.40 West



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OBJECTIVES

ECARA has established the following objectives for ARRL Field Day 2019:

- Conduct entire event in a safe manner
- Use event as training for radio operations during a typical emergency situation
- **GET PEOPLE ON THE AIR** (e.g. hand people the microphone)
- **STRONGLY ENCOURAGE** inexperienced operators to work frequencies during the busiest times
- Get all operators contesting experience
- Demonstrate amateur radio emergency operations to the public
- Provide disaster preparedness information to the public

PERSONNEL DEFINITIONS

Field Day Co-Captains

- W4SJV, Steve – Primary Safety Observer
- W4DSL, Dane – Primary Antenna Coordinator
- W4JPH, Jack – Primary PIO

"Control Operator"

The designated site "Control Operator" for this event will be the person with the highest-ranking Amateur Radio license. There will be at a minimum of at least one General-Class licensee present at all times when ***any*** station is on the air. In the event that there is more than one person of the same type license, the determining factor will be the year the person was first licensed with the person having the earlier year being the designated "Control Operator".

The duties of the "Control Operator" will be ensuring that all radio equipment is operated in accordance with Amateur Radio Standard Operating Practices. Note that the trustee of the Association call sign (W4LAT) AND the "Control Operator" will share equal responsibility for all transmissions (FCC Part 97.103(a) and (b)).

"Radio Operator" / "Logger"

All operators will be assigned to their requested shift(s) to maximum extent possible and are requested to report to the site ahead of their scheduled shift to receive any last-minute instructions. Field Day Captains reserve the right to reassign shifts to meet operational needs.

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To the maximum extent possible, there will be two (2) people assigned to each phone-mode radio during each shift. One person will be the “Radio Operator”, the other will be the “Logger”.

- **“Radio Operator”**: The Radio Operator is the person who will be responsible for tuning the radio, taking care to stay within the designated band, calling or answering a “CQ”, and communicating the proper contest exchange.
- **“Logger”**: The Logger will be responsible for ensuring the proper exchange information is accurately entered into the logging program on the assigned laptop computer. This person will also assist the Radio Operator in correctly identifying received call-signs and the contest exchange information.

NOTE: It is **HIGHLY SUGGESTED** that the Operator and Logger trade off positions several times during their shift to give both operators experience and prevent operator fatigue.

“Guest Operator”

A “Guest Operator” is a radio operator who does **NOT** have an Amateur Radio license. This event is designed to encourage non-licensees to get on the air. Technically there is no age limit... however good judgement should be exercised.

Any non-licensee may be a Guest Operator. Guest Operator use will generally be restricted either to the GOTA station or one of the phone-mode radios. The current shift Radio Operator assigned for that radio will be responsible for providing training to the Guest **BEFORE** he/she actually gets on the air. This training should consist of how to call or answer a “CQ”, proper phonetic pronunciation of our call sign, and the proper exchange procedure.

Any assistance, questions or issues should be referred to one of the Field Day Captains.

FIELD DAY SAFETY

Basic Information

All Field Day Captains will be considered “Safety Observers”. All participants should, however, keep a “Safety First” attitude in everything done during the event. Some items to keep in mind are:

- **Hydration:** Field Day is usually a typical summer day in NW Florida (hot and humid), so constant hydration is a must.

NOTE: Alcoholic beverages are not allowed on the Field Day site.

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- **Sun block:** Members should bring their own sun block and wear appropriate clothing.
- **Site safety:** Make sure all guy wires, ropes, coax cable, etc. are secured and well-marked with flagging ribbon and/or safety cones to reduce trip hazards and weighted down in the event of windy conditions
- **Personnel safety:** Use the buddy system and look out for your fellow team members.

Lightning / Storms

Typical weather conditions for Field Day weekend call for sunny, hot and humid conditions. Afternoon through evening thunderstorms are also a common occurrence. Attendees should consult local weather forecasts and dress/plan accordingly.

In the event of lightning in the immediate vicinity, one of the Field Day Captains will make the decision to cease radio operations. Once that decision is made, the following will occur as soon as safely possible:

- All radio operations will cease immediately by shutting down the radio and power supply.
- If an operator is in the middle of a QSO, that operator will complete the QSO (to include completing the logging of the QSO) and then shut down the radio and power supply.
- Once the radios are shut down, the operator (and logger if applicable) will ensure antenna cables are disconnected from the radio.
- If operating outside under a canopy, ensure any power cords that are ran along the ground and/or pavement are picked up and secured so they will not create a shock hazard in the event of rain.
- Any operating station located under a canopy will move all of its equipment into the Emergency Management trailer or other suitable location (e.g. out of wind and rain) and, if necessary, the canopy will be secured.

The Santa Rosa County Emergency Management Command Trailer can be used as a shelter from the elements. Attendees may also wait out the storm in their vehicles.

Operations can resume once the lightning threat has moved out of the area **AND** when the Field Day Captains declare that the area is safe to continue operations.

Once it has been deemed safe to continue, operators will reconnect the antenna to their radio, power up their equipment, and continue Field Day operations. Any canopies that were secured before the storm will be re-erected and all equipment will be returned and powered up.

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OPERATIONAL INFORMATION

Equipment

RADIOS

Current plans are for a maximum of five stations (*):

- Two (2) each Phone (20m, 15/40m)
- Two (2) each Digital (RTTY / PSK & FT4 / FT8)
- One (1) each CW

Stations will be set up in the following locations:

- Three stations inside the Santa Rosa County Emergency Management Command Trailer
- One station out the back door of the trailer under a canopy
- One station in the SCV (SCAMP Command Vehicle)

Note: Canopy station may be moved inside EOC Command trailer

GOTA STATION

We will be operating a GOTA (Get-On-The-Air) station during this year's Field Day. It will be the primary station for visitors to work from. This station does not count against our maximum number of transmitters. The GOTA station will be set up in the parking area to the northeast of the Command trailer.

W4DSL will be the GOTA coach. See Field Day Rule 4.1.1. for more information and particulars.

OTHER RADIOS & EQUIPMENT

Additional radios and/or other equipment may be used under the following provisions:

- The maximum number of transmitters on the air at any given time will not exceed our determined (*) FD classification.
- All radios and antennas will lie within 1000 feet (300 meters) of the Emergency Operations Command Trailer. (See "Antennas" section.)
- All radio equipment will be operated off of either generator or battery/solar power.

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- Operators will be assigned bands by the Field Day Captains. Operators will use care to avoid operating on the same band and mode as other stations.

(* Final decision on radios and operating locations will be made the morning of Field Day)

To reiterate, no commercial power is to be used for **RADIO** equipment. Any other equipment may use commercial power if available and needed (computer, air conditioning, etc.) Always consult ARRL Field Day Rules and/or a Field Day Captain for any clarifications or interpretations.

ANTENNAS

- Per Field Day rules, all antennas must lie within 1000 feet of the Emergency Operations Command Trailer per ARRL Field Day rules. Specific antenna locations will be predetermined by the Antenna Captain to maximize area usage and reduce intermodulation and cross-interference.
- One antenna per radio will initially be set up
- Additional antennas may be set up and used at the discretion of the Antenna Captain.

COMPUTER NETWORK (LOGGING)

All contest logging will be done via computers using the N3FJP Field Day logging program. There are **only two exceptions** to this rule:

1. The GOTA station will be allowed to use paper logging
2. Solar / Battery operated contacts for contest bonus points

Each operating position will have a laptop computer with the N3FJP Field Day Log program installed and properly configured for our site.

All computers will be networked together via WiFi. This will help to:

- Prevent duplicate contacts on same modes / bands
- Allow all participants onsite to see how the group as a whole is doing
- Allow for “real-time” updates to the ECARA website
- Permit ease of compiling results at the conclusion of the event

The Radio Operator and Logger are BOTH jointly responsible of ensuring correct data is entered in the log. Loggers will **NOT** alter or delete any data once the data has

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been saved in the logging program. Loggers or Radio Operators will **IMMEDIATELY** contact one of the Field Day Captains for assistance if you make or notice an error.

Emergency Incident Response

Any emergency incident that may occur onsite or any incidents that the operating location is made aware of (e.g. drowning, sick/injured person, etc.) will be handled either by calling 911 or utilizing the appropriate radio in the Santa Rosa County Emergency Management Command Trailer to contact the E911 center direct.

ECARA members may assist if asked/directed by responding Emergency Personnel.

Additional Information

The call sign that will be used by all stations will be the Association's call sign **W8EHH**.

Since we will be located on Santa Rosa Island next to Navarre Beach, all members are encouraged to bring family members and/or friends and enjoy the day (and night) on the island. It should be noted that one does NOT have to be a licensed amateur radio operator to talk on the air.

NOTE: Alcoholic beverages are NOT allowed at ANY time on site during this event.

OPERATING POSITIONS

As previously stated, there will be a maximum of five (5) transmitters on the air at any given time (determined Field Day morning), and will be broken down as follows: (GOTA station does not count against this number.)

- **Phone #1:** This position will be voice on 20 meters during the entire event and have two people assigned as much as possible.
- **Phone #2:** This position will be voice on 15/40 meters during the daytime and possibly 40/80 meters during the evening. Two people will be assigned as much as possible. This station could also be a spare station for CW / Digital work and should be capable of operating in that mode on nearly all bands.
- **Digital #1:** This position will be primarily PSK and/or RTTY on all bands. Phone mode may be used provided operations does not interfere with other stations and conditions permit.
- **Digital #2:** This position will be primarily for FT4 / FT8 operations on all bands and operated out of the SCV (SCAMP Command Vehicle) by KE4MD. This station may also be used to send / receive message traffic to the National Traffic System to assist in gaining additional contest points.

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- **CW:** This position will be primarily operated by K4PV. Others are invited to operate and/or assist.

IMPORTANT NOTE: Operators will not tune to another band without coordinating with one of Field Day Captains. This ensures that any radio interference is kept to a minimum.

Operator Schedule

The individual operator schedule will be posted online for all to view. Any changes in operator availability should be reported as soon as possible to one of the Field Day Captains or via email to fieldday@emeraldcoasthams.com.

Operators should make every effort to arrive on site ahead of their scheduled shift time to receive any last-minute instructions and to familiarize themselves with operations.

EVENT SCHEDULE

Friday, June 7 – Club Meeting

Field Day Captain(s) will brief the event and what to expect. Training on the logging program will also be conducted at this time.

Pre-Field Day (NLT June 21)

- Association members are strongly encouraged to sign up for several shifts via the Association web site
- Members should review this Operations Plan

Any member bringing their own equipment should test out each piece **PRIOR TO FIELD DAY**. This includes erecting antennas and connecting them to a radio to ensure you are familiar with setting up the equipment and all pieces/parts are available and working. It is suggested that an operational check of all equipment and interfaces be done at this time as well.

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Saturday June 22 through Sunday June 23

Sat 0700: Optional breakfast get-together at TC's Front Porch on Hwy 98

Sat 0900: Equipment set up at the Field Day site

Sat 1245: First shift operators on site, final testing of equipment

Sat 1300: On-air operations commences, ending NLT 1300 on Sunday June 23

Sun 0600: ***Another awesome on-site breakfast cooked by KK4NDY***

Sun 1300: Equipment tear down and site clean-up (see Miscellaneous Notes)

MISCELLANEOUS NOTES:

- Operations are scheduled for 24 hours but may end earlier. Check the ECARA website for live feed information (assuming the live feed is able to be used).
- Maximum Association membership participation is encouraged at least during the set-up and tear-down phases to ensure personnel safety
- If there are ANY questions at all, please ask. Use radio, email, phone, tin can and string, carrier pigeon, anything. There will be plenty of "Elmer's" on site who have been doing this a LONG time. Use this opportunity to "pick their brain".