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FIELD DAY 2020

Emerald Coast Amateur Radio Association

Operations Plan



ECARA FIELD DAY 2020 OPERATIONS PLAN

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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 will be voice, digital, and CW (Morse code).

This event will be a combined physical / virtual event with some participants at the physical location and others participating virtually from their home or individual field locations. The remainder of this document primarily addresses the physical element of the event, though there is some mention of communication modes for virtual participants.

Set-up will start on June 27 at 1000. Radio operations will commence on June 27 at 1300 and ending not later than June 28 at 1300. Tear down will follow immediately upon cessation of radio operations.

Unlike past events, due to COVID-19 precautions, participation by the general public is not encouraged, but will be allowed as long as local, state and federal public safety guidelines are followed (‘social distancing’ guidelines). The site will have readily visible signage describing requirements for social distancing, including any face covering requirements.

If members of the general public do arrive at the site, we will provide information on the capabilities of amateur radio during an emergency event and have available local disaster preparedness information to hand out.

OPERATING LOCATION

We will be operating at the Holley Navarre Senior Center located at 8476 Gordon Goodin Lane in Navarre, FL 32566. If you have a ham radio, talk-in frequency will 444.200 (100.0 Hz tone). GPS coordinates are: 30.412626 North, 86.867898 West

OBJECTIVES

ECARA has established the following objectives for Field Day 2020:

- Conduct event in a safe manner
- Use event as training for radio operations during a typical emergency situation
- **GET PEOPLE ON THE AIR**
- **STRONGLY ENCOURAGE** inexperienced operators to work frequencies during the busiest times
- Get all operators contesting experience
- Provide amateur radio and disaster preparedness information to the public

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ORGANIZATIONAL STRUCTURE

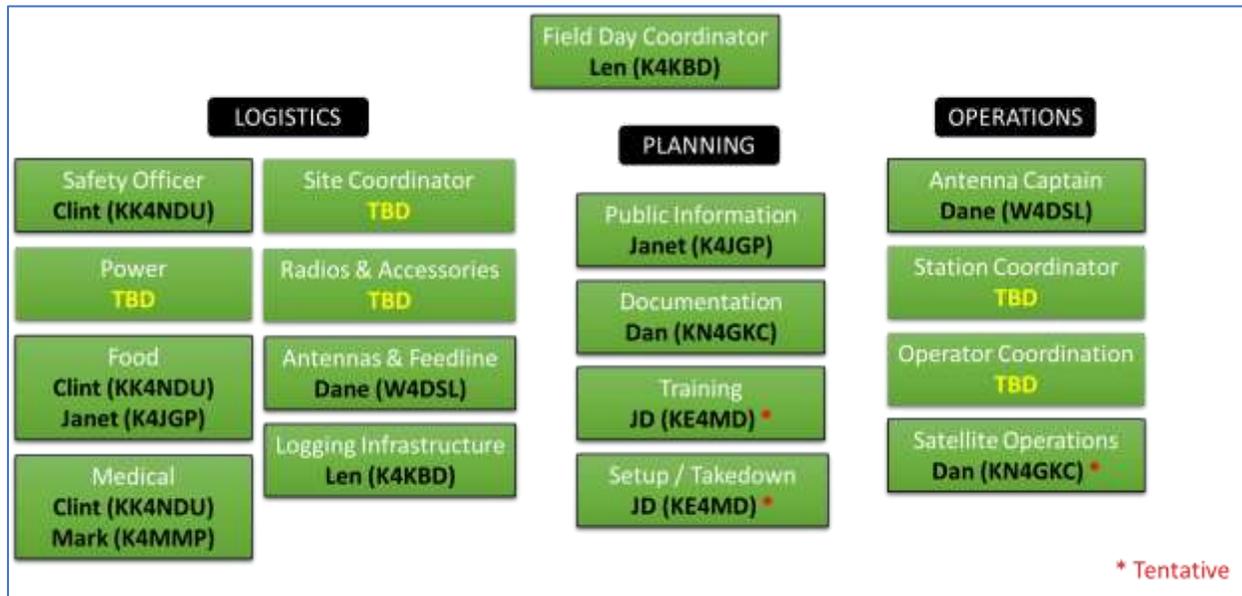


Figure 1 – Organizational Structure

Key Roles

- KK4NDU, Clint – (Primary Safety Observer)
- W4DSL, Dane – (Antenna Captain)
- K4KBD, Len – (Field Day Coordinator)

Additional Roles

Control Operator

The designated 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 stations are 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 share equal responsibility for all transmissions (FCC Part 97.103(a) and (b)).

Radio Operator / Logger

Operators will be assigned to their requested shift(s) to maximum extent possible and are requested to report to the site in time to begin their scheduled shift. Field Day Captains reserve the right to reassign shifts as needs dictate.

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To the maximum extent possible, there will be two (2) people assigned to each radio operating on phone 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 assigned band, and communicating the proper contest exchange.
- **Logger:** The Logger will be responsible for ensuring the proper exchange is entered into the contest application on the laptop computer. This person will also assist the Radio Operator in correctly identifying received call-signs.

It is **HIGHLY SUGGESTED** that the Operator and Logger trade off positions several times during their shift to give both operations 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. It is suggested that any Guest Operators utilize the phone radio equipment. The current shift Radio Operator for that radio will be responsible for providing the Guest training **BEFORE** he/she actually gets on the air.

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

FIELD DAY SAFETY

Basic Information

We will have a designated Safety Observer (or an alternate) on site at all times. Members should always 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.
- **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 or the Safety Observer will make the decision to cease radio operations. Once that decision is made, the following will occur as soon as possible:

- All radio operations will cease immediately by shutting down the radio and power supply.

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- 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.
- Ensure any extension 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.
- The operating station located under the 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.

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

Once safe to continue has been declared, operators will reconnect the antenna to their radio, power up their equipment, and continue Field Day operations. The canopy for the third operating station will be re-erected and all equipment will be returned and powered up.

OPERATIONAL OVERVIEW

Equipment

Radios

Based upon the number of operators, a minimum of three stations will be utilized:

- Two (2) each Phone
- One (1) each Phone / CW / Digital

Equipment may be set up in two locations:

- Inside the Senior Center building
- Outside the Senior Center building but on the facility grounds (e.g., under a pavilion / under a canopy / inside an enclosed RV or trailer / inside a vehicle)

Additional radios may be used. However, there will be no transmitters operating above our classification (ex. 3A) at any one time. The number of radios will be a decision made during Field Day setup.

All radio equipment will be operated off of either generator or battery/solar power. No commercial power will be used for **RADIO** equipment. Any other equipment may use commercial power (computer, etc.).

Antennas

- All antennas must lie within 1000 feet of the radio operating area per ARRL Field Day rules. Antenna locations will be predetermined by the Antenna Captain to maximize use and reduce interference.
- Additional antennas may be used at the discretion of the Field Day Antenna Captain.

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Contest Logging

All logging will be done via computers using the N3FJP Field Day logging program

Computers will be networked together to:

- Prevent duplicate contacts on same bands
- Allow participants to see how the group as a whole is doing
- Permit ease of compiling results at the conclusion of the event

Incident Response

Any incidents that occur or any incidents that the operating location is made aware of will be handled by calling 911.

Additional Information

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

NOTE: Alcoholic beverages are NOT allowed.

EVENT OPERATIONS

Operating Positions

As previously stated, there will be a maximum of three (3) stations on the air at any given time. Antenna connections / operating bands must be as coordinated by the Antenna Captain and may include phone and / or digital operation.

IMPORTANT NOTE: Operators will not tune to another band without coordinating with the Antenna Captain or delegate. This ensures that radio interference is kept to a minimum.

Operator Schedule

The individual operator schedule will be posted online prior to the event and in the Senior Center facility during the event. Any changes in operator availability should be reported as soon as possible to one of the Field Day key role members.

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Event Schedule

FRIDAY, JUNE 5 – CLUB MEETING

- The Field Day Coordinator will brief the event and what to expect.

PRE-FIELD DAY (NLT JUNE 26)

- Association members may sign up for several shifts via the Association web site
- Members should review this Operations Plan
- Members can discuss preparations for the event on the ECARA Discord App channels

Members 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 the equipment be done at this time as well.

SATURDAY JUNE 27 THROUGH SUNDAY JUNE 28

0900 Equipment set up at the Field Day site (Webex setup meeting will be active)

1300 On-air operations commence, ending NLT 1300 on Sunday June 28 (Webex operations meeting will be active)

SUNDAY JUNE 28

1300 Equipment tear down and site clean-up (see Notes below)

NOTES:

- Operations are scheduled for 24 hours but may end earlier
- Maximum participation is encouraged during the set-up and tear-down phases to ensure safety