

Amateur Radio Emergency Communications



A R E S

Amateur Radio Emergency Service

Using IMS For Amateur Radio

Introduction

Introduction

- There is only one Incident Management System (IMS), which is used by everyone, including Amateur Radio. This documentation explains how to apply IMS to Amateur Radio activities.
- The value of IMS for Amateur Radio is in using it to deliver volunteer emergency communications.
- Incident Management System (IMS) is used in all the documentation because that is the direction taken by Emergency Management Ontario (EMO) and this document was written in Ontario Canada.
 - ❑ ICS can be substituted for IMS at any point without impact.

Document Development

- The *IMS* documentation was created by Peter Gamble (VE3BQP) for the Emergency Measures Radio Group (EMRG), also known as Ottawa ARES.

Website: www.emrg.ca Email: ims@emrg.ca

- This documentation is in its early development and will require several reviews and updates before it can be considered final versions. Comments are welcome: ims@emrg.ca
- IMS For Amateur Radio will be shared and refined within the Capital – Seaway ARES District (Eastern Ontario), and will be integrated with the District Mutual Aid Plan (DMAP).
- The documentation is being reviewed with the City of Ottawa, the Province of Ontario and other ICS/IMS practitioners, to ensure that it follows ICS/IMS standard practices.

Objectives

- The objective for this documentation is to define how to implement IMS for Amateur Radio, in a way that is simple to understand and implement, includes a complete solution with supporting documentation, and is supported by clients and Emergency Management Ontario (EMO).
- Applying IMS For Amateur Radio must include clients and partners to help shape it into something that fits with their IMS structure and expectations. This cannot be something that Amateurs develop in isolation.

Complete Solution

- Complete Solution means creating documentation with examples, check lists, and templates, that allow the Amateur Radio IMS structure to be easily implemented and managed by Amateurs with limited knowledge and practice. Some knowledge and skill is required, but Amateurs are also volunteers, so skills will vary.
- Templates can include blank boxes for a basic IMS structure, so the Director can fill in names for the positions required. The structure for a basic event will be quite similar across events and having a template is much easier than trying to design a structure from scratch each time.
- Position checklists will help people verify that they are doing all the things they need to do and are completing the forms required for their position. This will include who needs the completed form.

ICS, IMS, NIMS ?

- The documentation refers to the Incident Management System (IMS) because IMS is used by Emergency Management Ontario (EMO) and this document was written in Ontario Canada.
- IMS is built on the ICS (Incident Command System). IMS can be thought of as the multi agency, multi site implementation of ICS, while ICS is used for single site management.
- ICS can be substituted for IMS at any point in the documentation, without any impact on the concepts being presented. Some would argue that IMS is ICS, with a slight name change.
- National Incident Management System (NIMS) is a US Federal directive to implement a standard Incident Management System Nationally.

Amateur Radio IMS

- There are numerous views about Amateur radio emergency communications and how it fits in with the IMS. Most views simply require Amateur radio operators to take IMS courses and make the clients (Officials) responsible for implementation.
 - ❑ AR-IMS-052, *Why Not Use ARCT*, describes why this is not a solution.
- This document, *AR-IMS-010 Introduction*, describes the set of documentation that supports understanding and implementing IMS for Amateur Radio.
- There is only one Incident Management System (IMS), which is used by everyone, including Amateur Radio. This documentation explains how to apply the standard IMS to Amateur Radio activities.

ICS/IMS Training

- *IMS For Amateur Radio* is a set of training and support documents that provide a practical look at how Amateur Radio fits into the IMS structure and how IMS can be used to manage Amateur Radio service delivery for public service events and in an emergency.
- The first course for Amateurs to complete is AR-IMS-011 *IMS Overview*, which provides a brief introduction to IMS for new members.
- The second course for Amateurs to complete is AR-IMS-012 *EMO IMS100 Addendum*, which is done in conjunction with the EMO IMS 100 online course.
- Emergency Management Ontario (EMO), IMS 100 training is available online at;

<http://www.emergencymanagementontario.ca/english/professionals/Training/courses.html>

ICS/IMS Training continued

- For most Amateurs, the ICS/IMS 100 course, plus AR-IMS-012 will provide the foundation required.
- Amateurs are encouraged to take other levels of ICS/IMS training, as well as other courses in IMS for Amateur radio. Not all amateurs have access, or the time, to complete additional training, or complete the training quickly.
- Online training is available from several sources for ICS/IMS 100, and there are several complete or partial courses available online for ICS/IMS 200. Learning more is never a bad thing.
- The value of IMS for Amateur Radio is in using it to manage delivery of emergency communications.

AR-IMS-011

IMS Overview

- AR-IMS-011 is a short introduction to IMS for new members who need to know what IMS is, but they don't need to understand it in detail.
- New members have numerous training courses to complete, and new concepts to grasp, so expecting them to learn the full IMS at the start, is not realistic.
- New members will be assigned as a resource, typically working with someone more experienced, so a detailed knowledge of IMS is not required.
- AR-IMS-011 should take about 1 hour to complete as a classroom or self study course.

AR-IMS-012

EMO IMS100 Addendum

- AR-IMS-012 is an addendum to the EMO IMS 100 course.
- The AR-IMS-012 training material extends the scenarios in the EMO IMS 100 course to involve Amateur radio. The addendum then describes the IMS structure that would be used for Amateur radio, based on the material learned in that section of the EMO course.
- There are 3 sections to the AR-IMS-012 document, to be used with each of the 3 sections in the EMO IMS 100 course.
- Each section in the AR-IMS-012 document has a set of questions, in the same way that the EMO course has questions on each section.

IMS For Amateur Radio Document Numbering

- The documents are numbered using an independent numbering scheme to avoid confusion having different groups trying to integrate with their numbering system.
- AR stands for Amateur Radio and IMS stands for Incident Management System, so all documents start with AR-IMS.
- Each document has a number and they are broken into categories with different number ranges, to allow greater flexibility to modify document numbers later on.
- AR-IMS-010 Introduction, this document, provides the background information for the purpose and structure of the documents.

Core IMS Training

This set of training documents covers all aspects of using IMS for Amateur Radio from introduction to working with multiple EOCs.

AR-IMS-011 IMS Overview

- ❖ Short introduction to IMS for new members.

AR-IMS-012 EMO IMS100 Addendum

- ❖ Extends the scenarios in the EMO IMS100 Course to include Amateur Radio and describes the Amateur Radio IMS structure that would be used.

AR-IMS-013 Basic IMS

- ❖ Provides more detail on how Amateur Radio would use IMS, including scenarios for public service events as well as emergencies.

AR-IMS-014 Intermediate IMS

- ❖ More detail on operating under IMS, using forms and Amateurs accountability when located in a client site.

AR-IMS-015 Advanced IMS

- ❖ Advanced IMS concepts, hands on exercises and details on how to work with multiple EOCs for different clients.

General IMS Training

This set of training documents covers specific aspects of using IMS for Amateur Radio, focusing on resource management, use of forms and identification of IMS positions for Amateur Radio.

AR-IMS-021 IMS Resource Management

- ❖ Resources (people & equipment) must be logged and tracked from the time they arrive to the time they are demobilized and head home. This is critical to create a permanent record of the event and for accountability, in order to locate someone, or identify who was in an area if something happens.

AR-IMS-022 IMS Identification

- ❖ It is important to identify the Amateur Radio IMS positions, while not creating confusion with client IMS. Amateur groups typically don't have a lot of money either, so the solutions are cheap and won't cause confusion.

AR-IMS-023 IMS Forms

- ❖ IMS is a standards based solution, so Amateur radio should use forms as they were created, and limit the use of forms to only those that add value. Custom forms will be created where there are no good options using existing ICS/IMS forms.

Training For IMS Positions

These documents explain the roles and responsibilities for each of these IMS positions. Each document includes templates for tasks to complete, which forms to fill in, who gets the completed forms, etc. This can be used as training material and as a guide to fulfilling the position in an emergency.

AR-IMS-031	Director	AR-IMS-039	Resource Unit Leader
AR-IMS-032	Liaison	AR-IMS-040	Staging Manager
AR-IMS-033	Safety Officer	AR-IMS-041	Group Supervisor
AR-IMS-034	Information Officer	AR-IMS-042	Division Supervisor
AR-IMS-035	Operations Section Chief	AR-IMS-043	Branch Director
AR-IMS-036	Planning Section Chief	AR-IMS-044	Net Control Station
AR-IMS-037	Logistics Section Chief		
AR-IMS-038	Admin & Finance Section Chief		

IMS Support Documents

These documents are references or guides to support IMS implementation. They are not training material, but must be reviewed as part of training.

AR-IMS-051 Understanding Emergency Response

- ❖ Provides an overview of the complexities of emergencies and how Amateur radio must manage its service delivery to multiple clients simultaneously.

AR-IMS-052 Why Not Use ARCT

- ❖ Provides a review of the ARCT (Amateur Radio Communications Team) concept and explains why this is an incomplete solution.

AR-IMS-053 IMS Forms User Guide

- ❖ Provides instructions for Amateurs using IMS forms, to explain any additional instructions for Amateur radio use of the forms.

Understanding Concepts

- Looking at the entire documentation package supporting IMS for Amateur Radio, makes it seem like a huge task to learn and implement IMS.
- Much of the material uses multiple slides to build a picture and explain a concept. Once the concept is understood, the reader can move on with the next material.
- It will take time to get through all the material, plus the IMS 100 course, however the best option is a slow steady pace, where information is learned and applied, before going on.
- The user guides and checklists will provide a quick reference to help make the use of IMS as easy as possible, once the basic concepts are understood.

www.emrg.ca

The EMRG web site provides links to all the IMS documentation and training at;

<http://www.emrg.ca/ims.htm>

Information: **ims@emrg.ca**