

**Oregon Emergency Net**  
**Net Operational Guidelines**  
**Revision 5 October 20, 2022**

**Conducting The Net:**

- 1. The net should be started promptly at 6:00 PM on 3980 kHz. If it becomes necessary to move the frequency due to QRM or other reasons, the move should generally be made upward on the band. It may be helpful in such cases to ask a volunteer to regularly announce the new frequency on 3980 kHz.**
- 2. It is net policy not to accept early checkins before the official net start time.**
- 3. The net accepts both phone and CW checkins. However, it should be understood that not all net controls can copy CW, and that relay stations may not be available.**
- 4. The net preamble should be read generally in the approved form.**
- 5. All break points should be observed.**
- 6. It is general practice to let the volunteer relay stations call for late, missed, or early checkins at all breaks from the conclusion of the preamble through the end of roll call, but net controls can do this themselves if so desired or needed.**
- 7. During the Winter months, it is suggested that the net control ask for at least one out-of-state station to help relay due to the longer “skip” distance.**
- 8. When a net control or relay station is calling roll or taking checkins and asks a station to repeat their call, other relay stations should let the station make another try before providing a relay. It seems that some stations would like to “make it” on their own if possible.**
- 9. Likewise, as net controls or relay stations are calling for checkins, other relay stations should wait to relay until it is clear that the station trying to check in has not been heard.**
- 10. When calling for checkins and it is necessary, net controls and relay stations may certainly ask for phonetics on callsigns, but it is suggested to read back letters and numbers only when acknowledging the checkin, not phonetics, in order to save time.**
- 11. Likewise, after taking back net control from a relay station or a contact, please give your call only for ID purposes. It is not necessary to give the other station’s call, but a thank you is encouraged.**
- 12. After the relay station concludes their calls during the breaks, net control may repeat and ask for verification of the callsigns of the late, missed, or early checkins if band conditions are poor or uncertainty exists.**
- 13. Although some net controls prefer to record late missed and earlies in their location cities (the by-city roster), this is OK, but not necessary. The net only collects and reports monthly data for total number of checkins, contacts, and traffic. Use of a separate sheet for recording new calls, call sign changes, traffic, or contact requests, emergency power, late, missed, or early checkins is encouraged.**

- 14. The above data is collected by the net control for each net and sent to Net Management as requested soon after the end of each month. Software tools have been developed in Microsoft Excel and made available by Net Management that automatically count checkins and other advantages. Net controls can save significant time in developing their monthly net reports by using these tools. Users may acquire free use of the Microsoft Excel program by setting up a free Microsoft account at Office.Com. Help in using the tools is readily available from Net Management.**
- 15. It is not necessary for the net control or relay stations to indicate that a particular station had checked in earlier when calling a specific city or state, particularly when the net is running behind.**
- 16. Net controls are encouraged to selectively ask participants about their day, a current project, or their weather, Etc. However, this is at the discretion of the net control and his/her style, band conditions, and how busy the net is on a given night. Some of the time savings measures above are intended to make more time for this “social” interaction.**
- 17. Net participants who make extended and inappropriate comments should be reminded that the net is not the place for such speech. This is particularly true for political agendas, highly controversial topics, or “preaching.”**
- 18. Whenever possible, end the regular net by 7:15 PM**
- 19. At the end of the net, it is advised to give each of the relay stations a final turn at catching last minute checkins.**
- 20. If the net control is so inclined, let participants know that you will stay after net to facilitate a “rag chew” discussion if there is interest. Begin this by asking for a list of stations that might wish to have a turn. Topics could include getting help with a technical issue, health & welfare reports, general conversation, and so on. The facilitator would pass the floor to the next participant as needed. Alternatively, the net control may ask for another station to facilitate the session which could continue as long as the participants desire and band conditions allow.**
- 21. To conclude the net, read the closing statement on the by-city roster, or use your own words to thank everyone and clear the frequency.**
- 22. By the 25<sup>th</sup> of each month, net controls and relay stations should provide Net Management with any proposed new calls for the roster, call sign changes, or other changes to cities or member status. Net Management will circulate the revised roster by the 1<sup>st</sup> of the following month, including the updated Excel files indicated above.**
- 23. New or existing net participants may request that their city location is added to the roll call roster using a different city name than their FCC record or post office city indicates if that different city name better reflects where they physically live. However, Net Management may decline such requests if they are not consistent with the intent of specifying actual physical location.**

24. By the 5<sup>th</sup> of each new month, net controls should provide Net Management with the total count for checkins, contracts, and traffic for the previous month. By the 10<sup>th</sup> of each new month, Net Management will request that the Webmaster post the count information on the W7OEN website.

#### Announcements & Reminders:

1. On a regular basis, please remind checkins to use the break periods for late, missed, or early instead of interrupting the rollcall in order to minimize disruption, but add, "Unless necessary".
2. Occasionally, encourage nonmembers to request membership and get a nice certificate. Explain membership requirements and how to request a certificate. See more on the W7OEN.NET website or ask any net control for help. "Make yourself official."
3. Encourage participants who think they might be interested in becoming a net control to begin by picking a net night and simply writing down some or all of the calls who check in. This is one of the most challenging parts for new net controls, and the practice really helps. Secondly, suggest that they consider volunteering to be a relay station on a particular night. The regular relay stations will understand what you are doing, and they will not be offended. Or, for a more "bite sized" approach, ask a particular station to help relay for the next break, or perhaps just call the next city for you. When ready, the participant should contact Net Management to schedule additional discussion or an actual net control assignment, even it is for just one night, once a month, or semi-permanent.
4. Likewise, when board or other net positions are opening up, provide the requirements and encourage people to stand for election or nominate others.
5. It may be helpful if net controls were to make a listing of the stations who regularly checkin under Emergency Gear and send it to Net Management. The Net Manager could publish or otherwise incorporate the list in order to help new net controls.
6. If there are special events, elections, or other important happenings, net controls should repeat these each night of the week, multiple times during the net, or as needed to help everyone get the information.

#### Net Operations During Emergencies

1. The net will generally operate in a normal manner during emergency events, but the net controls may elect to dispense with the regular role call if traffic and message volume is particularly high. Net controls would maintain a list of messages to be passed and seek takers for the traffic.

2. Assuming that as in the past many amateurs will monitor and come to 3980 kHz during such events, those looking to pass traffic or messages over the course of a 24-hour period may be expected to pass or take messages without the presence of a net control. Volunteer net controls are urged to step in for extended periods of coverage if message volume or other related activity is high. Contact information for net controls, net officers, alternates, and relay stations is listed on the OEN website, [W7OEN.Net](http://W7OEN.Net).
3. If message volume and activity is high, it is recommended that those involved in the message transfer are asked to move off the net frequency, preferably up-band to 3985 kHz and above.
4. If message traffic cannot be handled on the Net frequency, here are some referrals to other nets that can be made. Coordination with other nets is encouraged.
  - a. WARTS Net, 3975 kHz, 5:30 PM
  - b. Beaver State Net, 3920 kHz, 5:30 PM
  - c. Golden Bear Net, 3975 kHz, 7:00 PM
  - d. Columbia Basin Net, 3960 kHz, 6:00 PM
  - e. Noon Time Net, 3970 kHz, 11:30 AM, & 7284 kHz, 9:30 AM
  - f. ARES, 3964 kHz
  - g. Region 7 Traffic Net, 3925 kHz, 9:30 AM & 3:00 PM
  - h. Various 2 Meter Linked Repeater Frequencies:
    - i. <https://kc7nyr.com/amateur-radio/nts/>
    - ii. [Home | Northwest Oregon Traffic and Training Net](#)
5. It is the policy of the net to handle both formal and informal traffic messages including health and welfare checks. Net controls and others are encouraged to attempt help regardless of the format presented.