

WEST CENTRAL FLORIDA SECTION

Suggested ICS References in the Communications Plan



WEST CENTRAL FLORIDA SECTION ARES COMMUNICATIONS PLAN	2 OF 30 12/24/2010

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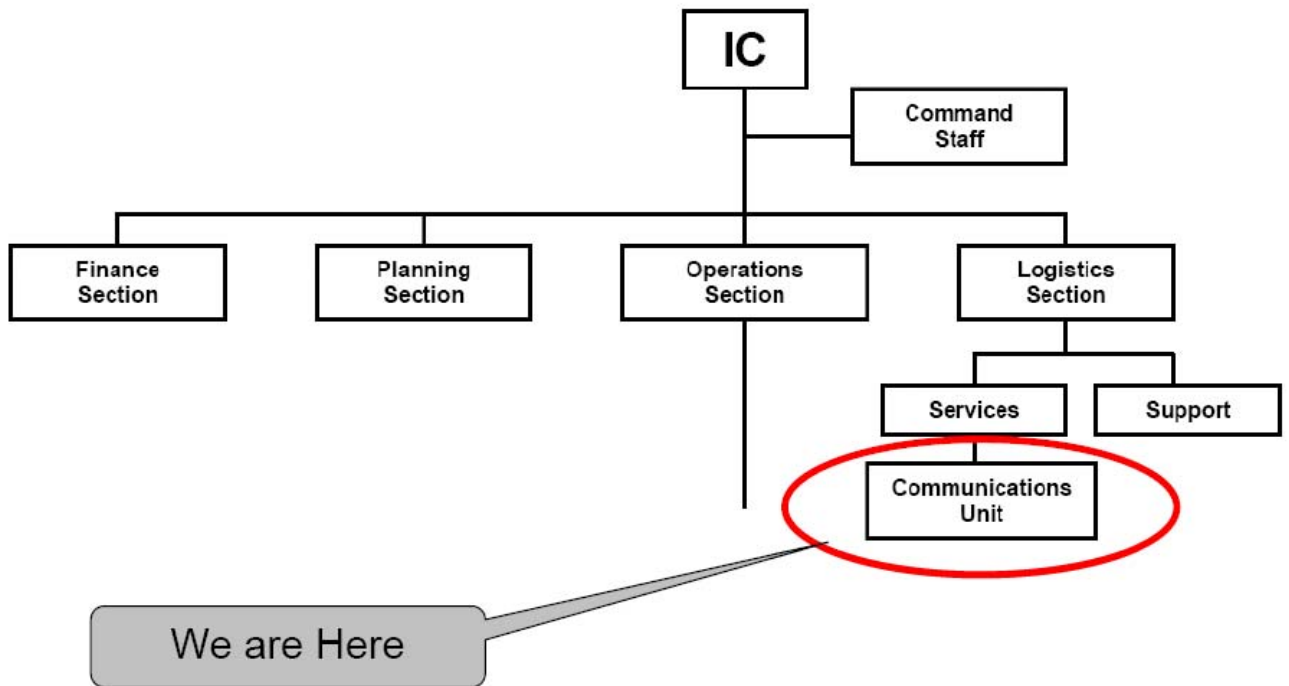
1 PURPOSE

The purpose of this document is to present a comprehensive and concise emergency communications systems plan to be used by all Amateur Radio Service operators functioning in the WCF Section ARES activations. This is primarily a plan for hurricane operations. Smaller disasters and operations will use this plan in a reduced form. This plan was developed to provide a framework that would reduce traffic overloading on any one net during hurricane operations. With a plan disseminated ahead of time we hope to alert amateurs that there will be different operations running simultaneously, and they will know where to go for their needs.

This plan will be distributed throughout the WCF Amateur Radio community and selectively the southeast United States.

The primary mode of communications will be voice on 144 -148Mhz FM; however, WL2K packet radio stations, APRS stations and UHF voice will be incorporated where warranted and resources permit. This does not preclude the use of any other frequency or mode as equipment is available and need is demonstrated. WL2K Packet radio capable locations will be designated as required through coordination with Pinellas County Emergency Management and the Pinellas County ACS Radio Officer / ARES Emergency Coordinator.

1.1 Where WCF ARES fits in the NIMS



The Communications Unit is classified under the NIMS as a support function and is designated ESF-2.

2 OVERVIEW OF WCF SECTION ARES

2.1 ORGANIZATION (Example)

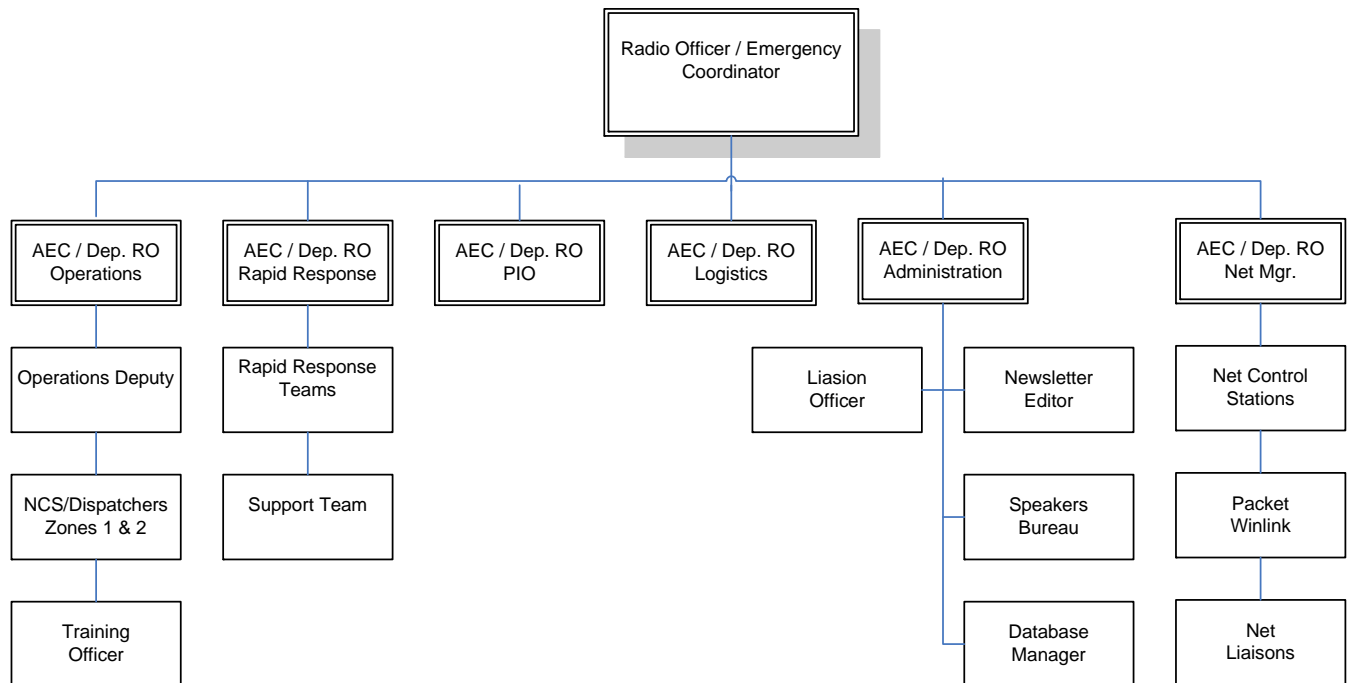


Figure 1 Typical County ARES/RACES or ACS/ARES Organization

2.2 STAFF POSITIONS

2.2.1 EMERGENCY COORDINATOR (COML)

RESPONSIBILITIES

The County Emergency Coordinator is the key official of the Amateur Radio Emergency Service of the American Radio Relay League. He/she is responsible for administering and coordinating Amateur Radio communications among the served agencies and fellow citizens of his/her jurisdiction. The ARES EC's primary duties are not limited to but must involve the following:

Appoint as many Assistant Emergency Coordinators as he/she deems necessary and assign specific responsibilities to each.

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Promote and enhance the activities of the WCF ARES as a voluntary and non-commercial communications service.

Coordinate the training, organization and participation of the amateur fraternity in support of the community agencies, Section Emergency Coordinator and Section Manager.

Establish a written emergency communications plan for his/her jurisdiction encompassing all served agencies.

Maintain a resource list of all participating amateur radio operators in his jurisdiction. This list should contain information such as class of license and equipment, capabilities and any auxiliary training.

Establish a viable working relationship with federal, state, county and city government agencies within his jurisdiction. This should include, where possible, a memorandum of understanding between ARES and the agency.

Establish local and inter-district communications networks on whatever frequencies are necessary to maintain good communications. These networks should be updated and tested on a regular basis by realistic drills involving the served agencies and the public.

Establish liaison with the National Traffic System and designate dedicated amateur radio stations (Gateway stations) to liaison between NTS and local nets. Establish a workable call up procedure and update periodically.

Establish a means of identification for each member such as an ID card; some type of visible external identification, such as a shirt, jacket, vest, or cap, so that each communicator is easily recognized.

Do everything possible to further the favorable image of the Amateur Radio Service by dedication of purpose and a thorough understanding of our mission.

2.2.2 AEC– OPERATIONS (INCM)

Implement the disaster operations plan by recruiting the necessary personnel to fulfill the positions.

Operations Deputy

NCS/dispatchers

Provide for HF operations as indicated in the Comm. Plan.

Coordinate nets and pass statistical data to the other AEC's.

Work to update and improve all plans for ARES operations. Including plans provided by served agencies.

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Utilize operations staff listed above to verify ARES registrations and interview applicants for assignments for disaster operations. All data obtained to be relayed to Administration for database management.

The Operations Manager will have an assistant, and they will maintain communications with the following positions:

The Deputies of Operations

The HF Operations Manager

The VHF/UHF Net Manager

The Logistics Officer

The Liaison Officer for Military and DMAT operations

The Red Cross Liaison Officer

Salvation Army operations

The **Operations Manager** (tactical call **OPS CHIEF**) has the following responsibilities:

Execute the WCF ARES Hurricane Operations Plan modified, as circumstances require.

Anticipate needs and request assistance from outside the county.

Coordinate Amateur Radio Emergency Service operations and frequencies for the WCF Section.

2.2.3 OPERATIONS DEPUTY

The **Deputy of Operations** (tactical call **OPS DEPUTY**, is supported by the NCS/dispatchers and his or her assistants. The Deputy has the following responsibilities:

Maintain a communications link with the Operations Manager.

Maintain liaisons with the following.

VOAD operations where possible

Operators assigned to local government where possible.

Other operators as requested by the Operations Manager

Coordinate requests for additional Ham assistance and supply them from support available from dispatcher. If there are no available operators, forward the request to the Operations Manager for filling.

Make an effort to anticipate needs and provide a forecast of needs to the Operations Manager.

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3.2.3 NCS / Dispatchers

The **NCS/Dispatchers** (tactical calls i.e., **Dispatch**) and are supported by their NCS assistants and have the following responsibilities:

Execute the WCF ARES Hurricane Operations Plan modified, as circumstances require.

Maintain a communications link to the Deputy of Operations

Maintain a communications link for dispatch.

When requested by Operations, alert or verify availability of local Amateurs for Hurricane (or other) activation.

Maintain an availability list of Amateurs for assignment as they report via the dispatch frequency during evacuation or during recovery.

During Hurricane Recovery Operations, coordinate and maintain records of outside Amateurs helping in the Dispatchers area of responsibility.

Function as an assistant to the Deputy Operations Manager.

2.2.4 TRAINING OFFICER

Duties of the training officer include providing training content for weekly nets.

Provide training content for monthly meetings.

Coordinate training drills and exercises.

2.2.5 AEC - RAPID RESPONSE TEAM (RRT)

- Recruit, train, equip and prepare personnel to respond as an RRT team and RRT2 outside of the WCF Section. to assist others with emergency communications needs.
- Create and coordinate the support personnel for the team.
- Create and document the table of organization for the team.

2.2.6 RRT SUPPORT TEAM

Provides additional manpower and equipment support for Rapid Response Teams.

2.2.7 AEC - PUBLIC INFORMATION

- Makes contacts with the media and keeps them informed on Amateur Radio related events in the WCF Section.
 - Creates/distributes information and materials to the general public as needed.
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- Works with Administration for recruitment purposes.
- Provides and makes news releases for Amateur Radio Emergency Services activities.

2.2.8 AEC - LOGISTICS

The **Logistics Officer** (tactical call **Logistics**) has the following responsibilities:

- Execute the WCF Section ARES Hurricane Operations Plan modified, as circumstances require.
- Maintain a communications link with the Operations Manager.
- Be a coordination point for technical repair crews.
- Keep the Operations Manager informed on what repeaters and digipeaters are operational and estimated repair times for those that are down.
- Make recommendations on usage of equipment obtained for the county.
- Create and implement plans for packet operations.
- Be an available coordination point for all temporary repeater technical crews in the WCF Section.
- Modify and repair equipment donated to Pinellas ACS/ARES. Plan and prepare for equipment repair and replacement during hurricane recovery operations.
- Track and keep WCF ARES staff informed of repeater conditions and plans.
- During hurricane recovery operations coordinate repeater and equipment repair by local crews and outside help.
- Keep the WCF Section ARES staff informed of repeater systems status during recovery periods and estimated repair times.
- Maintain an inventory of all ACS/ARES equipment in logistics department control.

2.2.9 AEC - ADMINISTRATIVE

- Publish the newsletter quarterly.
 - Complete and maintain all ARRL paperwork and information requests.
 - Receive registrations and process them.
 - Create a Amateur Radio Speaker Bureau.
 - Create/provide a Section wide system of recruiting for the ARES program.
 - Insure a viable and active Public Service presence in the WCF Section.
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- Provide training for all Amateurs for emergency services in close cooperation with the Public service Coordinator and during Public Service Events.
- Maintain an Registration database on all hams in the WCF Section.
- Make recommendations to the SEC and other staff for bettering the organization.

2.2.10 LIAISON OFFICER

Coordinate and maintain liaison with the agencies served including but not limited to:

- Emergency Management
- Salvation Army
- American Red Cross
- Local Hospitals
- MARS
- Civil Air Patrol (CAP)
- Disaster Animal Recovery
- US Coast Guard
- SAR Teams

Be a channel of communications between the individual liaisons and the ACS/ARES staff including exchange of disaster plans and agency needs.

Communicate agency needs to operations and administration.

2.2.11 AEC – VHF / HF NET Manager

The **NET Manager** is supported by VHF & HF operators in club or Home Emergency Stations and has the following responsibilities:

- Execute the WCF Section ARES Hurricane Operations Plan modified, as circumstances require.
- Maintain a communications link with the Operations Manager.
- Coordinate VHF & HF operations and maintain contact with the following.
 - WCF HF net
 - South FL ARES Net
 - North FL ARES Net
 - Hurricane Watch Net (VOIP or HF)

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Florida Hurricane D-Star Net

NTS Traffic Nets

Others as he deems necessary and resources permit

- Coordinate Health and Welfare traffic with agencies served in Pinellas County.
- Maintain a list of NCS operators, their training level and participation.
- Develop the capability to provide onsite HF capability within Pinellas County during recovery operations.
- Coordinate placement of incoming portable repeaters to needed locations.
- Other duties as the situation and availability dictate.

2.3 STAFF FUNCTIONS

2.3.1 Communications Unit Leader (COML)

The COML is responsible for developing plans for the effective use of incident communications equipment and facilities' installing and testing of communications equipment' supervision of the Incident Communications Center; distribution of communications equipment to incident personnel; and the maintenance and repair of communications equipment. The major responsibilities of the COML are:

- a. Review Common Responsibilities in Chapter 2.
 - b. Review Unit Leader Responsibilities in Chapter 2.
 - c. Determine Unit personnel needs.
 - d. Prepare and implement the Incident Radio Communications Plan (ICS 205-CG).
 - e. Ensure the Incident Communications Center and the Message Center is established.
 - f. Establish appropriate communications distribution/maintenance locations within the base.
 - g. Ensure communications systems are installed and tested.
 - h. Ensure an equipment accountability system is established.
 - i. Ensure personal portable radio equipment from cache is distributed per Incident Radio Communications Plan.
 - j. Provide technical information as required on:
 - Adequacy of communications systems currently in operation
 - Geographic limitation on communications systems
 - Equipment capabilities/limitations
-

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- Amount and types of equipment available
- Anticipated problems in the use of communications equipment.
- k. Supervise Communications Unit activities.
- l. Maintain records on all communications equipment as appropriate.
- m. Ensure equipment is tested and repaired.
- n. Recover equipment from Units being demobilized
- o. Maintain Unit Log (IICS 214-CG).

2.3.2 Incident Communications Center Manager (INCM) J-257

The Incident Communications Manager: is responsible to receive and transmit radio and telephone messages among and between personnel and to provide dispatch services at the incident.

- a Review common Responsibilities (Page 1-2)
- b. Ensure adequate staffing (Incident Communications Manager).
- c. Obtain and review Incident Action Plan to determine incident organization and Incident Radio Communications Plan.
- d. Set up Incident Radio communications Center - Check out equipment.
- e Request service on any inoperable or marginal equipment.
- f Set up Message Center location as required.
- g. Receive and transmit messages within and external to incident
- h.. Maintain General messages file.
- i. Maintain a record of unusual incident occurrences.
- j. Provide briefing to relief on Current activities, equipment status, and any unusual communications situations.
- k. Turn in appropriate documents to Incident Communications Manager or Communications Unit Leader.
- l. Demobilize Communications Center in accordance with incident Demobilization Plan.
- j. Maintain Unit/Activity Log (ICS Form 214).

2.3.3 Radio Officer (RADO) J-158

The Radio Operator (RADO) works in the communications unit, under the logistics section. The immediate supervisor for the RADO is the Incident Communications

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Center Manager (INCM) who manages the Incident Communications Center (ICC). In the absence of an INCM, the Communications Unit Leader (COML) will supervise the RADO position. The communications Technician (COMT) also works in the Communications Unit. Often the COMT requests assistance from the RADO to help clone and checkout radios. The primary responsibility of the RADO is to pass accurate and timely information from the sender to the receiver and follow through with an accurate and timely response to the sender if needed. Other duties that may be required are documentation of all calls, filing of documentation, radio check-out/in, equipment checks, etc.

2.3.4 Communications Technician (COMT) Logistics Officer

Individuals who are assigned responsibility for a Strategic Technology Reserve (radio cache, mobile communications vehicle, or other deployable communications assets)

2.4 Amateur Radio Communications Teams (ARCT)

Logistics managers typically use a standardized, four character mnemonic nomenclature system to order all resources

ARCT teams allow logistics managers to “order” specific amateur radio resources.

2.4.1 ARCT Type 1 - (Full field station and 4 mobile/portable units)

- Complete amateur radio emergency/auxiliary communications team for single or multiple agency communications.
- Capability: Short range (VHF/UHF) and long range (HF) voice and digital communications for tactical, logistics, health/welfare, administrative, and other radio traffic. Is not dependant upon any outside power source or infrastructure.
- 12 persons including one supervisor and one assistant supervisor. Consists of one ARCT (Type 2 or 3) base station; and four Type 4 units (mobile, portable, or "rovers".

2.4.2 ARCT Type 2 - (Field/base station)

- Capability: Short range (VHF/UHF) and long range (HF) voice and digital communications for tactical, logistics, health/welfare, administrative, and other radio traffic.
 - Is not dependant upon any outside power source or infrastructure. 4 (or more) licensed and registered AROs with one or two vehicles. 2 must be General class (or higher).
 - May be assigned to a specific agency, or for AUX/EMCOMM. at a staging area, CP, EOC, etc. for multiple agency service.
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2.4.3 ARCT Type 3 (Mobile/portable field units)

- .Technician class or higher (At least 1 General or higher if available.)
- VHF FM (minimum) equipped, HF mobile/portable desired.
- May be assigned to a specific agency or to supplement/relieve an existing multi-agency ARCT.
- 2 licensed and registered AROs with one or two vehicles

2.4.4 ARCT Type 4 - (Mobile/portable field additional support unit)

- 1 individual licensed and registered ARO with vehicle.
- Technician class or higher.
- VHF FM (minimum) equipped.
- Rarely (if ever) ordered singly.
- May be assigned to a specific agency or to supplement/relieve an existing ARCT.
- ICS Logistics Officers and/or Communications Unit Leaders should be provided with a current list of persons to notify to activate an ARCT.

3 General Operations

3.1 ACTIVATION OF THE AMATEUR RADIO EMERGENCY SERVICE IN THE WCF SECTION

The various Counties and WCF Section ARES mission is to provide effective temporary communications links for agencies providing for the public welfare. This occurs when existing communication links become damaged or over-loaded due to disasters, emergencies, or other unusual events. Where no existing communications channels exist, ARES will create them, and maintain them until permanent facilities can be established..

Agencies served in Pinellas County include but are not limited to the following:

- * Various County Government Agencies
 - * American Red Cross
 - * State of Florida
 - * Salvation Army
 - * Municipalities in each WCF County
 - * Hospitals and other health care organizations
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* Military

* Other NGO's (Non-Government Organizations)

Activation of communications teams will be by the Emergency Coordinator or his designee. Reasons for activation include but are not limited to the following:

A Loss of internal or external communications, (phone or radio), in any facility that contributes to the public safety or welfare, i.e. (phone cable cuts, hospital PBX outages etc.)

Backup communications due to the overloading of the communications in any facility that contributes to the public safety or welfare.

Providing communications capability for an agency to augment their existing facilities or to provide interfaces to other agencies during emergencies or special events. (Search and rescue, VIP visits, etc.)

Providing communications for non-emergency events for purposes of training for members and agencies served. (Parades, runs, walk-a-thons)

Providing relief or support for ARES organizations outside of each respective WCF County.

Any agency can request assistance from ARES by contacting anyone on the staff listed in the front of this plan.

The ARES Emergency Coordinator, or his/her assistants, shall have the responsibility for activating all, or any portion, of the communications teams within their jurisdiction, depending on the circumstances and communications needed.

3.1.1 Utilization of Assets

- Provide voice radio communications among and between government agencies, shelters and other locations as requested using available Amateur Radio Services communications systems.
- Establish WL2K packet radio stations at designated agencies; special needs shelters and other locations as deemed appropriate and resources permit by the County ARES Emergency Coordinator.
- Arrange for the county and other agencies expecting to use Amateur Radio Services assistance during emergencies to provide and install antennas, cable lead ins and other equipment at the locations where emergency communications will be required. If the facility is a key location, spare antennas etc. should be available.
- Conduct communications drills and operating exercises with the ARES operators for the purpose of improving message handling and net discipline.

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- Coordinate with the Florida State EOC Management Staff to identify and obtain county surplus equipment for use within the communications network. Identify those individuals who will be issued this equipment, the intended use of the equipment and a method for tracking/auditing the disposition of all issued equipment.
- Designate frequencies for Amateur Radio Emergency Service operations.
- Obtain agreement from local repeater trustees regarding the use of their repeaters in the event of an emergency or disaster.
- Develop a Memorandum of Understanding and have it signed off by the appropriate individuals representing the various agencies as well as the Amateur radio community.
- Develop long range plans to keep the WCF Section ARES organization a viable forward-looking organization.

4 Event Specific Operations

4.1 Hurricane

4.1.1 ARES & NTS REPEATERS

Error! Reference source not found. lists the two-meter repeater frequencies and primary usage in Pinellas Co. A "+" indicates a +600 offset and a "-" indicates an offset of -600. Where no "+" or "-" is specified, this frequency is simplex operation.

If any of the repeaters in **Error! Reference source not found.** are not available at the beginning of hurricane operations, an alternate will be assigned at that time and will replace the original. If the assigned repeater goes out of service during the operation, the net will move to the output frequency of the repeater and work it simplex. After the storm has passed, the available repeaters will be reassigned based on their availability by the ARES coordinator or his designate.

The primary responsibility of the Resource Net Control Station is to provide information and routing, to those amateurs who volunteer their services at the time of an evacuation. He/She will also field general information questions on a limited basis. Net Control Stations operating shelter nets should direct such inquires to the Resource NCS to keep the shelter net free for shelter traffic. The net manager will refer non-dispatch inquiries to other nets as appropriate. The net manager should have and/or assign an assistant on the net to assist in dispatching and alerting radio operators for duty.

After a volunteer receives an assignment, he/she will clear with the resource net control station and monitor their assigned net frequency.

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Once the new volunteer is in place, he/she will put his station on the air and call the net control station to report in service. If possible and within reason, hams will be directed to the unassigned shelters with the largest capacity first. Shelter Radio Operator assignments will be prioritized as follows during the evacuation:

1. Special needs shelters
2. Other primary shelters in order of capacity.
3. Secondary shelters
4. Other agencies as needed.
5. Points of Distribution (POD) as assigned

The individual County Net manager and the net control stations should have current rosters of shelters and ARES members to assist them with their task. In addition, they should obtain the latest County Hurricane Guides when they are published.

The Resource NCS should make all efforts to assign packet operators to the special care shelters, Red Cross, Salvation Army - South, Bulk medical distribution Locations. All net control operators should be aware of hams that can provide equipment or expertise outside the norm.

It is recommended that all net control operators have both north and south hurricane supplements and good, up-to-date county maps. By working with these they will be able to provide good and timely information to incoming volunteers. Secondary shelters will be opened as needed, but it is anticipated that many will be used. It is recommended that dispatch net control operators plot the secondary shelters on their county maps since they are not on the hurricane supplements. If this is done ahead of time, it will facilitate traffic handling at time of evacuation.

All net control operators should be familiar with frequency assignments so that requests on net frequencies for side traffic can be allocated without interference. Net Control operators should notify the other nets if they have to move to back-up frequencies.

4.1.2 FREQUENCY DESIGNATIONS FOR HURRICANE OPERATIONS

Refer to **Error! Reference source not found.** for a list of designated repeaters and uses.

Dispatch Frequencies - The Dispatcher will coordinate the Emergency Managers' call-up of communicators to shelters. The Dispatchers will work with the NCS to assign hams that have not previously committed themselves to shelters or other locations.

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The Dispatcher will direct those hams to check in with the proper net control on the shelter frequency assigned.

4.1.3 Strategic HF Operations Frequencies

Table 1 - High Frequency Operations	
Net	Frequency
North Florida ARES	3.950 or 7.275 MHz
West Central Florida ARES	3.911 or 7.281 MHz
South Florida ARES	3.940 or 7.247 MHz
Hurricane Watch Net	14.325 or 7.268 MHz

The HF Coordinator can assign other frequencies.

4.1.4 WL2K PACKET RADIO OPERATIONS

A WL2K packet radio station should be established when equipment and personnel are available, at the following locations for evacuation/shelter operations:

EOC

Special Needs Shelters

Hospitals

Designated drug stores (If Identified in each County)

Other locations as resources permit.

In addition WCF ARES will attempt to operate with government agencies on a more routine basis during bad weather and other minor crises in order to cement relationships and standardize operating procedures.

WL2K Certification: We encourage all ARES members to become Certified as a WL2K Certified Operator. There are two levels (1) Email Only.

(2) Deployable. Go to the WCF ARES Section Web Page and click on Digital

To find out how to get Certified.

4.1.5 HURRICANE RECOVERY LOGISTICS

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Following the initial relief of the local operators will come the assignments for additional communication coverage. Additional operators will be needed as the recovery logistics and outside support personnel set up in the affected counties.

4.1.6 RECOVERY LOGISTICS LOCATIONS

Temporary repeater locations which have been identified..

4.2 INDIVIDUAL COUNTY ARES SEVERE WEATHER, NON-HURRICANE

4.2.1 Tornado

Notification

1. If not already accomplished by Skywarn call 911 and report tornado touchdown location, direction of travel and extent of damage. Advise of known injuries or fires etc.
2. Notify ARES COMMAND PERSONNEL until one is reached and is able to assume ARES command. (Page 0 of Comm. Plan)
3. Notify National Weather Service Ruskin utilizing either the TBWChat Program or by using the NWS Spotter's 1-800 phone number as provided by them when you receive your Skywarn I.D.

ARES/SKYWARN Net Operations

- Establish net operations on County Skywarn repeater.
 - Have others advise other repeaters of tornado touchdown.
 - Notify Skywarn operators if they are not already on alert to watch for additional funnel clouds/tornados
 - Have control operator initiate emergency net courtesy tone and phone patch capability.
 - Establish operational base stations to take damage reports and to call in 911 requests by taking calling party off frequency.
 - Establish dispatch frequency and net control for incoming volunteers in advance of possible shelter operations. (frequency assignment appendix)
 - Remind all listening that cameras; still and video is useful.
 - Recruit someone to audiotape all nets.
 - Mention the current time frequently.
 - Establish a different repeater/frequency as a hot backup.
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Response Destinations

ARES members shall be deployed as warranted by the severity of events. The purpose of getting ARES members to these destinations is to have ARES ready to perform when requested or needed. They are to OBSERVE AND REPORT until requested for particular needs.

1. The perimeter of tornado damaged areas.
 2. Hospitals close to the touchdown areas.
 3. Local police department parking lots.
 4. Major intersections or known flood prone streets.
 5. Close to Local damage area command posts.
 6. Traffic checkpoints.
 7. Red Cross DOC's (if any) involved.
 8. Red Cross or Salvation Army vehicles stationed in the area.
 9. Previously identified hurricane shelters near touchdowns
 - a. Have a responder do a damage assessment and report this information to the Red Cross or the appropriate agency..
 1. Is the shelter damaged?
 2. Is there commercial power?
 3. Is access blocked due to debris etc.?

5 TRAINING

5.1 Requirements & Required Training For All ARES Personnel

Amateur Radio License

NIMS Course - IC-700

5.2 Training Required for Deployment out of One's Home County

IC-100, IC-200, IC-700, IC-802 & ARRL EC-01 as required by the FL State EOC

5.3 COMMUNICATIONS DRILLS AND EXERCISES

The purpose of conducting periodic ARES County and or District communications drills is to improve our ability to handle routine and emergency traffic. This includes message formats, phonetics, use of pro-words, and other needed skills. Exercises will be used to evaluate equipment capabilities and readiness to respond.

6.3 Incident Radio Communications Plan

INCIDENT RADIO COMMUNICATIONS PLAN				Incident Name			Date/Time Prepared			Operational Period Date/Time	
Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq	N or W	RX Tone/NAC	TX Freq	N or W	Tx Tone/NAC	Mode D or M	Remarks
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
Prepared By (Communications Unit)						Incident Location					
						County State Latitude N Longitude W					

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (e.g. Project 25) or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

6.4 Unit Log (ICS-214)

UNIT LOG	1. Incident Name	2. Date Prepared	3. Time Prepared
4. Unit Name/Designator	5. Unit Leader (Name and Position)		6. Operational Period
7. Personnel Roster Assigned			
Name	ICS Position	Home Base	
8. Activity Log			
Time	Major Events		
9. Prepared by (Name and Position)			

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6.5 Communications Log (ICS-309)

COMMUNICATIONS LOG		INCIDENT #	DATE:
FOR OPERATIONAL PERIOD #		INCIDENT NAME:	
RADIO OPERATOR NAME:			STATION I.D.
LOG			
TIME	STATION I.D.		SUBJECT
	TO	FROM	
PAGE OF			ICS 309

6.6 Message Form (ICS-213)

GENERAL MESSAGE		
TO: _ _	POSITION: _	
FROM: _ _	POSITION: _	
SUBJECT: _	DATE: _ _	TIME: _
MESSAGE:		
SIGNATURE: _	POSITION: _	
REPLY:		
DATE:	TIME:	SIGNATURE/POSITION:

7. Suggested modes for content

	Amateur television	Fax	FM phone	HF SSB	WL2k Packet or BBS	Packet keyboard to keyboard	Packet station to station	Telephone cellular	Telephone wireline
Casualty lists		■			■		■		
Emergency assistance			■	■	■	■		■	■
Field damage assessment	■	■	■	■	■		■	■	
Served agency administrative		■	■		■		■	■	■
Served agency operational		■	■		■		■	■	■
Tactical			■			■		■	■
Welfare inquiries		■	■				■	■	■

	poor choice
■	good choice
■	better choice

8. GLOSSARY AND DEFINITIONS

The **Amateur Radio Emergency Service (ARES)** is that part of the **American Radio Relay League (ARRL)** dedicated to implement the **Federal Communications Commission (FCC)** mandate under Part 97.1(a), which is to enhance "the value of the amateur service to the public as a voluntary noncommercial communication service, particularly with respect to providing emergency communications." This part of the ACS/ARES Organization can Self-Activate to support non-government agencies or organizations needing primary or augmented communications

The ARES **Assistant Section Emergency Coordinator (ASEC)** is the appointee of the SEC to coordinate the emergency communications of the Section and perform other duties as assigned by the **SEC** and will act in his/her place as needed.

The ARES **District Emergency Coordinator (DEC)** is the appointee of the SM and SEC to coordinate the emergency communications between designated groups of counties and assist the SEC as directed.

The ARES **Emergency Coordinator (EC)** is the appointee of the SM and/or the SEC to coordinate the emergency communications of a designated county.

The ARES **Assistant Emergency Coordinator (AEC)** is appointed and directed by the EC of the particular county. The **AEC** handles one (or more) particular segment(s) of planning or operations of the ARES organization.

The ARES **Section Emergency Coordinator (SEC)** is the appointee of the SM to coordinate the emergency communications of the Section.

The **American Radio Relay League (ARRL)** is the national organization of Amateur Radio Service operators that has memorandum of understanding with national served agencies who use amateur radio operators as primary or secondary means of communications.

The **Division of Emergency Management (DEM)** is the agency of the state or local government empowered by statutes to govern during natural or man-made emergencies.

The **Federal Communications Commission (FCC)** is the United States Government agency charged with regulation of interstate and foreign communications.

The **Federal Emergency Management Agency (FEMA)** is the United States Government agency charged with planning for and coordinating response to national and regional disasters.

Gateway stations are Amateur Radio Service radio stations that pass traffic into and out of the area through the National Traffic System. Gateway stations should be registered with all

NTS nets serving their area and if possible should be part of these nets. All gateway stations should have the capability to interface with as many modes of communications as possible. Their prime responsibility is to provide an outlet and inlet for NTS traffic.

Link, as used in this document, refers to a path of communications between two or more people, agencies or locations. It is not restricted to one radio frequency, mode or type of communications. One link between two people may be via telephone during evacuation and by 144 MHz radio during the storm and then evolve to 440 MHz radio during recovery. The link remains the same even though the medium may change.

MT-63 is the Primary WCF amateur radio digital communication Mode (HF)

RMS-Express is a Sound Card based WL2K communications program (ARQ) (HF, VHF and UHF)

V4 Protocol is a RMS-Express Sound Card based WL2K program which allows FEC broadcasts to the entire net rather than just one-to-one comms. (HF, VHF and UHF)

The **National Traffic System (NTS)** is the official ARRL national network for routing traffic between sections.

Packet Radio is amateur radio digital communication utilizing American Standard Code for Information Exchange (ASCII). Packet incorporates error detection and automatic retry capabilities and is primarily used in the VHF and UHF bands.

The **Section Manager (SM)** is the duly elected official of the ARRL to manage a particular area. Pinellas County is in the West Central Florida Section. There are 71 Sections across the nation. The SM is elected by the members in his/her Section.

VOAD is the **Volunteer Organizations Active in Disaster**. Many Individual County ARES are active members of VOAD.

WL2K (Winlink 2000) uses both packet digital sound card and Pactor I, II or III TNC Modes to connect to the Internet to get the message to its destination

9. D-STAR Hospital and EOC to EOC Narrow Band Digital Mode

Go to the WCF Section Web ARES Page for more information on D-Star use and Operation

Example D-STAR Emergency Ham Radio Communications Flow

