



Escambia County, Florida - Emergency Communications Plan

Internet Edition

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Mission:

- Provides backup and emergency communications to Escambia County Emergency Management, Red Cross, BRACE and other agencies during hurricanes and other emergency events when other communications modes have failed, are overloaded, or non-existent. Provide emergency coordination communications between agencies without common communications capabilities.
- Primary operating location is the ARES Support room at Escambia County Public Safety Building (Emergency Operations Center). Mobile and portable radios are used as needed.
- Possible deployment locations include shelters, hospitals, PODs (Points of Distribution), mobile canteens, search teams, fire stations, etc.

Purpose of this Plan:

- Provide information, procedures, and guidelines for ARES® in Escambia County, FL.
- This plan will be used in conjunction with the Northern Florida Section Emergency Communication Plan.

Current Appointments:

Emergency Coordinator (EC): John Greene (AJ4NA)

Assistant Emergency Coordinators (AEC): Jim Walters (N4SAR)
Joe McLemore (KF4DVF)

Contact Information

Email (monitored by EC and AECs): EscambiaCountyARES@live.com

Phone number in ARES® room at EOC (when EOC is activated): [removed]

Skype: [removed]

Call sign: W4UC will be used in the ARES® room at the EOC. W4UC/MOBILE will be used when operating from the Escambia County mobile command vehicle. This is the call sign of Five Flags Amateur Radio Association (local ham radio club).

See ICS205 for digital SSIDS.

Activation Plan

ARES® in Escambia County can be activated by the Emergency Coordinator or by any of the Assistant Emergency Coordinators. ARES® will be activated when the EOC is fully activated, and may be activated when requested by Escambia County Emergency Management or any of the National Voluntary Organizations Active in Disaster (NVOAD) (i.e., Red Cross, Salvation Army, etc.) partnered with the ARRL.

Activation steps include:

1. An announcement will be made on local repeaters listed in the attached ICS217A.

2. An e-mail will be sent to the members on the local ARES® list.
3. District Emergency Coordinator will be notified (via e-mail, or other digital modes)

See the Northern Florida Section Emergency Communications Plan for modes of activation.

Frequencies and Nets

1. See attached ICS 217A – Communications Resource Availability Worksheet; and ICS 205 – Incident Radio Communications Plan for frequencies and normal net times.

Training Courses:

- ◆ FCC Amateur Radio License (required)
 - One of the easiest ways to obtain FCC Amateur Radio license or to upgrade your license, is to attend the classes offered in the fall and spring semesters at Pensacola State College on the Pensacola and Milton Campuses for \$20.
 - To use the HF radios in the EOC, General class license or higher is required.
- ◆ ICS FEMA Training. Emergency Management Institute - FEMA Independent Study Program info (free courses online): <http://training.fema.gov/IS/crslist.asp>
 - Shelter radio operators (disaster workers)
 - ICS 100
 - IS 700, 705
 - ARES room staff at EOC (EOC/ESF Staff)
 - ICS 100, 200, 300
 - IS 700, 701, 704, 705, 800
 - ARES leadership (First line field supervisors and managers (Strike team leaders, task force leaders, unit leaders, Division/Group supervisors))
 - ICS 100, 200, 300
 - IS 700, 705, 800
 - * IS 705 is still in development and is not available yet (7/24/2012)
 - * ICS 300 is a two to three day classroom course offered periodically at the EOC.
 - Courses are subject to change.
- ◆ ARRL - Introduction to Emergency Communication- Course #: EC-001 (optional, recommended)

Known Resources with Amateur Radio equipments installed.

1. Note: This list does not include any of the well equipped stations (home, mobile, or portable) that the local hams have here in this area. These local ham stations are also excellent resources.
2. Escambia County EOC – ARES® room
 - a. 2 meters/440 (3 radios), APRS, HF (2 radios), D-RATS, CB, Skype, Winlink
3. Escambia County Mobile Command Center (Mobile1)
 - a. 2 meters/440 radio installed with APRS. HF radio also installed.
4. Hospitals – Baptist, Sacred Heart, West Florida
 - a. Escambia County Emergency Management has purchased three radios kits (Kenwood 2m/440 radios, power supply, mag mount antenna) for use at the hospitals if needed.
 - b. The jump kits are kept at the EOC.
5. Baptist Hospital – LIFEFLIGHT Helicopter Control on 2 meters.
6. Fire Department

- a. 11 (?) Kenwood TM-D700 Radios available, but not yet installed at the fire departments.
 - b. Some firefighters trained and licensed as Amateur radio operators.
- 7. Corry MARS Station (Navy) – WA4ECY
 - a. 2 meters and two HF radios
 - b. Two repeaters on top of the Navy Hospital
- 8. Escambia Search and Rescue, Inc
 - a. 2 and 10 meters radios
- 9. TSA – Mobile Command Center
 - a. 2 meters, HF, and Winlink
- 10. Azuela Trace Retirement Center
 - a. 2 meters/440, HF Winlink
- 11. Pensacola Yacht Club
 - a. VHF and HF - Not manned during or after a storm because it is in a flood zone with no emergency power.

Shelters do not have Amateur Radio equipment installed. Amateur Radio Operators will need to bring their own equipment. See shelters list below.

APRS – Automatic Packet Reporting System

- 1. One of the radios at the EOC is set up as a digi (W4UC-7)
- 2. Adjoining counties
 - a. West – Baldwin County, AL
 - i. KI4ELU-7 near Robertsdale, AL
 - ii. W4IAX-7 east of Spanish Fort, AL
 - b. East – Santa Rosa County, FL
 - i. K4SRC-2 south Milton, FL
 - ii. K4LWC near Milton, FL
- 3. APRSIS32 is the primary APRS program used in the ARES® room at the EOC.

Procedures

- 1. Web EOC is the new Incident Management software being used in the EOC. E-Team was the previous software package used.
- 2. ICS forms should be used to document the incident.
 - a. ICS205 (Incident Communications Plan) – already filled out. Modify as needed.
 - b. ICS217A (Communications Resource Availability Worksheet) – already filled out. Modify as needed.
 - c. ICS211 (sign-in sheet) – everyone at the EOC and checking in via local net.
 - d. ICS213 (message form)
 - e. ICS214 (activity log)
 - f. ICS309 (communication logs)
 - g. ICS202 (Incident Objectives) – use if needed. This is used if ARES is planning the exercise or event. Otherwise Emergency Management prepares ICS202.
 - h. ICS203 (Organization Assignment List) – document who is at which shelters.
 - i. ICS204 (Assignment List) – There is an assignment list for each workstation and for hurricane shelters. They are filled out with some instructions that apply to any incident or exercise. Add as necessary for the incident/exercise.
- 3. Situation reports should be sent as needed.

4. It would be best to use headphones to monitor the radios, especially with multiple radios turned on (noise level).
5. Tactical calls are used. Example: Molino (station being called), EOC (calling station). At the end of the conversation (and at 10 minutes intervals), also give your amateur radio call sign.
6. If sending a list (example: Red Cross supplies needed), it is better to use a digital mode to save time (vs. reading the list over the radio) and for accuracy.
7. Shelter radio operators should report number of people at the shelters to EOC.
8. Amateur Radio is **NOT** a secure mode of communications.
 - a. Do not send a list of people names at the shelter, or medical information (like a list of prescriptions) over the air.
 - b. If EMS is needed, you can answer generic medical questions to help EMS prepare for the call as long as you do not identify the patient.
9. After action report should be compiled after the incident or exercise is over.

Health and Welfare Traffic

1. Will not be sent on the Primary repeater. This is reserved for tactical traffic; emergency 'E' and priority 'P' messages for the incident.
2. Home HF stations that can handle outgoing Precedence 'W' messages will be paired with stations originating that traffic on simples or other unused repeaters.
3. Use ARRL Numbered Radiograms to keep messages short. See FSD-3 on ARRL.org.
4. The home HF stations can use SSB, CW, PSK, Winlink or other modes to send the traffic.
5. Please keep EOC informed if this Health and Welfare Net is available, so that EOC can send any inquires to this repeater, and inform the shelters to collect and send their traffic if they are not busy.

Skywarn (Severe Storm Spotters)

1. Skywarn is a program where weather information is sent to the National Weather Service Office in Mobile, AL to assist them in forecasting.
2. High Winds (> 40 mph), Hail (dime size or bigger), Heavy Rain (> 2 inches), Flooding, Tornadoes and funnel clouds, Lighting (damage, injuries, or fatalities), Winter weather (snow, sleet, icing of roads)
3. Escambia County is a Storm Ready community
4. Weather Information can be submitted with 1-800 number, Storm Spotter form on the NWS web site, Twitter, or passed to Emergency Management.
5. Basic and Advanced Storm Spotter Training Classes are held every year, generally in the fall.

Exercises

1. At least two exercises should be held every year.
 - a. Escambia County Hurricane Exercise – late spring before hurricane season.
 - b. Simulated Emergency Test exercise – October - in conjunction with the nationwide test.
2. ARES may be asked by Emergency Management or other agencies to participate in additional exercises.
3. Field Day is also another good event to gain experience on the air experience.

4. Additional training/work days or exercises could be scheduled by ARES as needed.

Shelters

Public Shelters

Amateur Radio Operators deployed to Red Cross shelters are under ESF-2, and are not Red Cross volunteers. (per e-mails from Emergency Management and Red Cross in April 2012).

<u>Tactical Call</u>	<u>School Name and Building Numbers</u>	<u>Location</u>	<u>Distance to EOC (miles)</u>
Bellview	Bellview Elementary School Building 5 Classrooms	4425 Bellview Ave Pensacola, FL 32526 30.4676N 87.3060W	2.94
Blue Angel	Blue Angel Elementary School	1551 Dog Track Rd Pensacola, FL 32506 30.3845N 87.3588W	8.85
Ferry Pass	Ferry Pass Middle School Building 4	8355 Yancey Avenue Pensacola, FL 32515 30.5127N 87.1984W	4.28
Jim Bailey	Jim Bailey Middle School	4110 Bauer Rd Pensacola, FL 32506 30.3449N 87.4048W	
Lipscomb	Lipscomb Elementary School	10200 Ashton Brosnaham Rd Pensacola, FL 32534 30.5547N 87.2699W	4.9
Longleaf	Longleaf Elementary School Building 2	2600 Longleaf Drive Pensacola, FL 32526 30.4884N 87.3000W	2.17
Molino	Molino Park Elementary School Buildings 1-5	899 Highway 97 Molino, FL 32577 30.7409N 87.3641W	19.2
Northview	Northview High School Building 1	4100 West Highway 4 Century, FL 30.9683N 87.4057W	34.5
Pensacola High	Pensacola High School Gymnasium	500 West Maxwell Street Pensacola, FL 32501 30.4349N 87.2254W	4
Tate	Tate High School Cafeteria, Gymnasium	1771 Tate Rd Pensacola FL 32533 30.5774N 87.3009W	6.84
UWF	University of West Florida Building 13 – Archeology and Physics Building 72 – Health, Leisure and Sciences	11000 University Parkway Pensacola, FL 32514 30.5436N 87.2180W	5
Workman	Workman Middle School Building 7	6299 Lanier Drive Pensacola, FL 32504 30.4865N 87.2073W	3.22
Special Needs	West Florida High School Buildings 25 and 26	2400 Longleaf Drive, Pensacola, FL 32526 30.4875N 87.2924W	1.8

Childcare for First Responders shelter under BRACE. – Tactical Call: First Responders

1. If sufficient communications personnel are available.
2. Radio Operator is under the direction of ESF-2
3. Subject to the rules established by Pensacola State College and the Early Learning Coalition that will primary staff the facility.
4. Because the Childcare shelter will be housing only children of first responders and the staff caring for them, Level 2 background checks will be necessary for volunteers and staff serving in this shelter.
5. BRACE will find a way to cover whatever cost needed for the background checks.

Non Public Shelters

1. Non Public Shelters may include hospitals, retirement homes, churches, business, colleges/schools, etc.
2. Amateur Radio operators that choose to shelter in these locations are encouraged to check into the local ARES net.

Fire Stations

<u>Tactical Call Station Number</u>	<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Distance to EOC (miles)</u>
Station 1	Bellview	7009 Pine Forest Road	[removed]	2.75
Station 2	Beulah	6400 West Nine Mile Road	[removed]	8.7
Station 3	Brent	5925 North "W" Street	[removed]	0.7
Station 4	Cantonment	2 Woodland Avenue	[removed]	10
Station 5	Century	10 Teddar Road	[removed]	32.7
Station 6	Ensley	8634 Pensacola Boulevard	[removed]	2.8
Station 7	Ferry Pass	2331 East Johnson Avenue	[removed]	3.68
Station 8	Innerarity Point	14250 Innerarity Point Road	[removed]	15.8
Station 9	McDavid	100 Century Boulevard	[removed]	26.9
Station 11	Myrtle Grove	7209 Lillian Highway	[removed]	5.25
Station 12	Osceola	2601 Massachusetts Avenue	[removed]	3
Station 13	Pensacola Beach	901 Via de Luna	[removed]	13.3
Station 14	Pleasant Grove	9350 Gulf Beach Highway	[removed]	10
Station 15	Walnut Hill	7760 Highway 97	[removed]	31.47
Station 16	Warrington	20 Navy Boulevard	[removed]	6.7
Station 17	West Pensacola	1700 North "W" Street	[removed]	3.9
Station 18	Molino	1459 Molino Road	[removed]	16.7
Station 19	Perdido Key	15500 Perdido Key Drive	[removed]	18.2
Station 20	Paradise Beach	1425 Bauer Road	[removed]	
Pensacola Fire	City of Pensacola	400 E Cervantes St	[removed]	

Hospitals

<u>Tactical Call</u>	<u>Address</u>	<u>Distance to EOC (miles)</u>
Baptist	1000 West Moreno Street 30.25.73N 87.13.87W	4
Sacred Heart	5151 North 9th Avenue 30.28.57N 87.12.71W	3
West Florida	8383 North Davis Highway 30.30.92N 87.13.07W	3.3
Navy Hospital	6000 West Hwy 98 30.23.82N 87.18.05W	6.25

Recent ARES operations and exercises

<u>Item</u>	<u>Location</u>	<u>Date</u>	<u>Hours activated</u>
Hurricane Isaac	EOC	Aug 2012	50 hours
June Flooding Event	EOC	June 2012	38+ hours
Escambia County Hurricane Exercise Hurricane Gispert	EOC	May 23, 2012	6 hours
Simulated Emergency Test Exercise	EOC	October 2011	4 hours
FL Dept of Law Enforcement Region 1 Interoperable Functional Communications Exercise COMEX- 11	Walton County	May 2011	55 hours
Tri-State Simulated Emergency Test Exercise	EOC	October 2010	4 hours
Tropical Storm Ida	EOC	November 2009	29 hours
Alabama Statewide Communications Interoperability Exercise	One ARES member deployed to Brewton, AL	May 2009	7 hours
Tropical Storm Fay	EOC	August 2008	6 hours
Escambia County Hurricane Exercise	EOC	April 27, 2006	5 hours
Hurricane Katrina	EOC	August 2005	48 hours
Hurricane Dennis	EOC	June 2005	48 hours
Hurricane Arlene	EOC	June 2005	27 hours
Hurricane Ivan	EOC	September 2004	Several days
Bauer Brush Fire Event (ARES on standby)	Bauer Rd/Hwy 98	March 13, 2004	4.25 hours

Also participated in Escambia County Hurricane Exercises for last several years.

Incident Communications Plan, ICS Form 205

INCIDENT RADIO COMMUNICATIONS PLAN			1. Incident Name	2. Date/Time Prepared	3. Operational Period Date/Time
4. Basic Radio Channel Utilization					
System/Cache	Channel	Function	Frequency/Tone	Assignment	Remarks
HF		Primary HF Freq Alternate HF Freqs	[removed]	North Florida ARES net North Florida Emergency	Normal Net time: M-Sat 0800
VHF	1	Primary VHF freq	[removed]	Tactical Net	Normal Net Time: Monday night at 1930
VHF	3	North VHF freq	[removed]	Support - County North – Secondary Freq and Health and Welfare Traffic	
VHF	5	South VHF freq	[removed]	Support - County South – Secondary Freq and Health and Welfare Traffic	
VHF	2	Simplex Freq	[removed]	Simplex freq between EOC and shelters	
VHF	4	Backup VHF freq	[removed]	Backup freq	
UHF	24	Backup UHF freq	[removed]	Backup freq	
APRS	200	Position, text messaging, weather	[removed]	Digital messages to shelters	Normal Net Time: Monday night at 1930
D-RATS			[removed]	Comms with State EOC	
WL2K		HF e-mail	HF	Backup e-mail to State EOC	
Skype					
5. Prepared by (Communications Unit)					

ICS 217 – Communications Resource Available Worksheets removed from the Internet Edition of this plan. Please contact EC or AEC at e-mail address in the Contact Information section.

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INCIDENT OBJECTIVES (ICS202)	1. INCIDENT NAME	2. DATE	3. TIME
4. OPERATIONAL PERIOD (DATE/TIME)			
5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES)			
6. WEATHER FORECAST FOR OPERATIONAL PERIOD			
7. GENERAL SAFETY MESSAGE 1.			
8. Attachments (☑ if attached) <input checked="" type="checkbox"/> Organization List (ICS 203) <input type="checkbox"/> Medical Plan (ICS 206) <input checked="" type="checkbox"/> Incident Organization Chart (ICS207) <input checked="" type="checkbox"/> Assignment List (ICS 204) <input type="checkbox"/> Incident Map <input checked="" type="checkbox"/> Check In List (ICS211A) <input checked="" type="checkbox"/> Communications Plan (ICS 205) <input type="checkbox"/> Traffic Plan <input checked="" type="checkbox"/> Communications Resource Available Worksheet (ICS217A)			
9. PREPARED BY (PLANNING SECTION CHIEF)		10. APPROVED BY (INCIDENT COMMANDER)	

Organization Assignment List, ICS Form 203

ORGANIZATION ASSIGNMENT LIST		1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
POSITION	NAME	4. OPERATIONAL PERIOD (DATE/TIME)		
5. INCIDENT COMMAND AND STAFF		9. OPERATIONS SECTION		
INCIDENT COMMANDER		CHIEF		
DEPUTY		DEPUTY		
SAFETY OFFICER		a. <u>ARES room in EOC</u>		
INFORMATION OFFICER		BRANCH DIRECTOR		
LIAISON OFFICER		DEPUTY		
6. AGENCY REPRESENTATIVES		DIVISION/GROUP		
AGENCY	NAME	DIVISION/ GROUP		
		DIVISION/ GROUP		
		DIVISION/GROUP		
		DIVISION /GROUP		
7. PLANNING SECTION		b. <u>Public Shelters</u>		
CHIEF		BRANCH DIRECTOR		
DEPUTY		DEPUTY		
RESOURCES UNIT		DIVISION/GROUP		
SITUATION UNIT		DIVISION/GROUP		
DOCUMENTATION UNIT		DIVISION/GROUP		
DEMOBILIZATION UNIT		DIVISION/GROUP		
TECHNICAL SPECIALISTS		c. <u>Other shelters</u>		
		BRANCH DIRECTOR		
		DEPUTY		
		DIVISION/GROUP		
		DIVISION/GROUP		
		DIVISION/GROUP		
8. LOGISTICS SECTION		d. AIR OPERATIONS BRANCH		
CHIEF		AIR OPERATIONS BR. DIR.		
DEPUTY		AIR TACTICAL GROUP SUP.		
a. <u>SUPPORT BRANCH</u>		AIR SUPPORT GROUP SUP.		
DIRECTOR		HELICOPTER COORDINATOR		
SUPPLY UNIT		AIR TANKER/FIXED WING CRD.		
FACILITIES UNIT		10. FINANCE/ADMINISTRATION SECTION		
GROUND SUPPORT UNIT		CHIEF		
b. <u>SERVICE BRANCH</u>		DEPUTY		
DIRECTOR		TIME UNIT		
COMMUNICATIONS UNIT		PROCUREMENT UNIT		
MEDICAL UNIT		COMPENSATION/CLAIMS UNIT		
FOOD UNIT		COST UNIT		
PREPARED BY (RESOURCES UNIT)				

Assignment List, ICS Form 204

1. BRANCH ARES room in EOC		2. DIVISION/GROUP Workstation 2 (VHF/UHF)		ASSIGNMENT LIST					
3. INCIDENT NAME				4. OPERATIONAL PERIOD DATE _____ TIME _____					
5. OPERATIONAL PERSONNEL									
OPERATIONS CHIEF _____				DIVISION/GROUP SUPERVISOR _____					
BRANCH DIRECTOR _____				AIR TACTICAL GROUP SUPERVISOR _____					
6. RESOURCES ASSIGNED TO THIS PERIOD									
STRIKE TEAM/TASK FORCE/ RESOURCE DESIGNATOR	EMT	LEADER	NUMBER PERSONS	TRANS. NEEDED	PICKUP PT./TIME	DROP OFF PT./TIME			
7. CONTROL OPERATIONS									
<ol style="list-style-type: none"> 1. Activate the local ARES net on Primary repeater. 2. Ask the shelters for a shelter totals report. 3. Ask for any messages. 4. Send reply messages back to the shelters. 5. Do a radio check with each shelter on backup repeater 6. Do a radio check with each shelter on simplex frequency 7. Secure the local ARES net at the end of the Incident or exercise. 									
8. SPECIAL INSTRUCTIONS									
Use ICS forms 309 (communications log), ICS214 (activity log), and message forms (ARRL Radiogram or ICS213) as need to document the exercise.									
Use ICS211A (sign in) to check people in and out either on the local ARES net or in the EOC room itself.									
9. DIVISION/GROUP COMMUNICATIONS SUMMARY									
FUNCTION		FREQ.	SYSTEM	CHAN.	FUNCTION		FREQ.	SYSTEM	CHAN.
Tactical	Primary	[removed]	repeater	2	SUPPORT	North	[removed]	repeater	3
	backup	[removed]	repeater	24		South	[removed]	repeater	5
Simplex		[removed]	simplex	2	EOC ARES phone		[removed]		
PREPARED BY (RESOURCE UNIT LEADER)				APPROVED BY (PLANNING SECT. CH.)			DATE	TIME	

Assignment List, ICS Form 204

1. BRANCH ARES room in EOC	2. DIVISION/GROUP Workstation 3 (Web EOC/E-Team, E-mail, Skype)	<h1 style="margin: 0;">ASSIGNMENT LIST</h1>				
3. INCIDENT NAME			4. OPERATIONAL PERIOD DATE _____ TIME _____			
5. OPERATIONAL PERSONNEL						
OPERATIONS CHIEF _____		DIVISION/GROUP SUPERVISOR _____				
BRANCH DIRECTOR _____		AIR TACTICAL GROUP SUPERVISOR _____				
6. RESOURCES ASSIGNED TO THIS PERIOD						
STRIKE TEAM/TASK FORCE/ RESOURCE DESIGNATOR	EMT	LEADER	NUMBER PERSONS	TRANS. NEEDED	PICKUP PT./TIME	DROP OFF PT./TIME
7. CONTROL OPERATIONS 1. On Web EOC/ E-Team, submit agency situation report. 2. On Web EOC/E-Team, submit staffing plan. 3. Monitor Escambia County ARES e-mail account. 4. Monitor Skype						
8. SPECIAL INSTRUCTIONS						
9. DIVISION/GROUP COMMUNICATIONS SUMMARY						
FUNCTION		FREQ.	SYSTEM	CHAN.		
Tactical	Primary		Skype			
	backup					
E-Mail account		escambiacountyares@live.com	e-mail			
PREPARED BY (RESOURCE UNIT LEADER)		APPROVED BY (PLANNING SECT. CH.)		DATE	TIME	

Assignment List, ICS Form 204

1. BRANCH ARES room in EOC		2. DIVISION/GROUP Workstation 4 (Digital)		ASSIGNMENT LIST					
3. INCIDENT NAME				4. OPERATIONAL PERIOD DATE _____ TIME _____					
5. OPERATIONAL PERSONNEL									
OPERATIONS CHIEF _____		DIVISION/GROUP SUPERVISOR _____		BRANCH DIRECTOR _____		AIR TACTICAL GROUP SUPERVISOR _____			
6. RESOURCES ASSIGNED TO THIS PERIOD									
STRIKE TEAM/TASK FORCE/ RESOURCE DESIGNATOR	EMT	LEADER	NUMBER PERSONS	TRANS. NEEDED	PICKUP PT./TIME	DROP OFF PT./TIME			
7. CONTROL OPERATIONS									
<ol style="list-style-type: none"> 1. Monitor the following: APRS on WinAPRS, DSTAR on D-RATS, Winlink via Telnet on RMS Express. 2. Send a APRS bulletin, "Now activating ARES for _____" 3. Acknowledge any APRS check ins and handle any APRS messages. 4. Send digital messages (situation report or other message) to: <ol style="list-style-type: none"> a. Florida State EOC (KA4EOC) b. District Emergency Coordinator (Bob Walker - N4CU) c. North Florida Section Emergency Coordinator (Ron Mettler - WB4GHU) b. The digital messages can be sent via any of these methods. <ol style="list-style-type: none"> 1. DSTAR – D-RATS on port FL-EOC2 2. Winlink 2000 – RMS Express – Telnet if unable to use HF to send messages. 									
8. SPECIAL INSTRUCTIONS									
Use ICS forms 309 (communications log), ICS214 (activity log), and message forms (ARRL Radiogram or ICS213) as need to document the exercise.									
9. DIVISION/GROUP COMMUNICATIONS SUMMARY									
FUNCTION		FREQ.	SYSTEM	CHAN.	FUNCTION		FREQ.	SYSTEM	CHAN.
digital	APRS	[removed]	APRS	5	SUPPORT	North	[removed]	repeater	3
	DSTAR	[removed]	network	6		South	[removed]	repeater	5
Winlink		telnet	WL2K	7	EOC ARES phone		[removed]		
PREPARED BY (RESOURCE UNIT LEADER)				APPROVED BY (PLANNING SECT. CH.)			DATE	TIME	

Assignment List, ICS Form 204

1. BRANCH Public (or Other) Shelters		2. DIVISION/GROUP [Name of shelter] Hurricane Shelter		ASSIGNMENT LIST					
3. INCIDENT NAME				4. OPERATIONAL PERIOD DATE _____ TIME _____					
5. OPERATIONAL PERSONNEL									
OPERATIONS CHIEF _____				DIVISION/GROUP SUPERVISOR _____					
BRANCH DIRECTOR _____				AIR TACTICAL GROUP SUPERVISOR _____					
6. RESOURCES ASSIGNED TO THIS PERIOD									
STRIKE TEAM/TASK FORCE/ RESOURCE DESIGNATOR	EMT	LEADER	NUMBER PERSONS	TRANS. NEEDED	PICKUP PT./TIME	DROP OFF PT./TIME			
7. CONTROL OPERATIONS									
<ol style="list-style-type: none"> 1. Check into the ARES net on Primary repeater. 2. After the net is over, send a shelters total report to EOC on Primary repeater. 3. Do a radio check with EOC on backup repeater and simplex frequency. 4. After your shelter/station is secured from the Incident/exercise, please e-mail copies of forms used to escambiacountyares@live.com so that they can be added to the after action report. Also please e-mail any comments, suggestions, and any other items that you may have regarding the Incident/exercise for the exercise debrief ("Hotwash") and the After Action Report. 									
8. SPECIAL INSTRUCTIONS									
Use ICS forms 309 (communications log), ICS214 (activity log), and message forms (ARRL Radiogram or ICS213) as need to document the exercise.									
9. DIVISION/GROUP COMMUNICATIONS SUMMARY									
FUNCTION		FREQ.	SYSTEM	CHAN.	FUNCTION		FREQ.	SYSTEM	CHAN.
Tactical	Primary	[removed]	repeater	1	SUPPORT	North	[removed]	repeater	3
	backup	[removed]	repeater	24		South	[removed]	repeater	5
Simplex		[removed]	simplex	2	EOC ARES phone		[removed]		
PREPARED BY (RESOURCE UNIT LEADER)				APPROVED BY (PLANNING SECT. CH.)			DATE	TIME	

