Amateur Radio Emergency Service

ARES

Of

Citrus County

Member Handbook

Contents

Completely revised January 2005

I

INTRODUCTION

Let's begin by stating how the Federal Communications Commission (FCC) looks at amateur radio in Part 97 of the FCC regulations:

§ 97.1 Basis and purpose.

These rules and regulations are designed to provide an amateur radio service with a fundamental purpose as expressed in the following principles:

(a) Recognition and enhancement of the value of the amateur service to the public as a voluntary non-commercial communication service, particularly with respect to providing emergency communications

This says it all! **Amateur radio exists to provide emergency communications.** There is relentless competition from commercial entities to secure portions of the amateur radio electromagnetic spectrum, but the Federal Government, thus far, has protected it since it sees a real need for a **non-commercial** service to provide vital communications in an emergency.

Amateur Radio operators, in an organization such as ours, are uniquely qualified to provide emergency communications for County agencies. All of these agencies have very ample communications capabilities for their normal activities. Even in the case of some localized disaster, the County agency's communications are most often quite adequate to cover their operational needs. In the event of some form of county-wide emergency situation, however, the communications capabilities of these agencies will probably become overloaded and/or inadequate. ARES of Citrus County can thereby provide an immediate network of communications that are needed to backup County communications. The ARES can be adjusted and molded to fit the particular situation, providing a very valuable service when it is needed the most.

The material that follows is about ARES of Citrus County. It is intended to serve as a reference for your participation in this vital activity.

DEFINITIONS

Activated Alert

(AKA Condition Orange) ARES members are active at assigned duty posts – not on standby. In Florida Condition Orange is the highest level we use in all emergency activations. Only a national disaster can be called to a higher status.

AEC

Assistant Emergency Coordinator

ARC

American Red Cross

ARES

Amateur Radio Emergency Service is part of the ARRL field organization.

ARRL

American Radio Relay League – National Amateur Radio organization dedicated to implementing Part 97 of the FCC regulations.

CCARC

Citrus County Amateur Radio Club

DEC

District Emergency Coordinator, a qualified ARRL appointee in charge of ARES activities in a cluster of counties comprising a District.

EC

ARES Emergency Coordinator. A qualified ARRL appointee who supervises emergency planning and operations in a specified geographical jurisdiction. Reports to the DEC.

EMT

Emergency Medical Technician

EOC

Emergency Operating Center. The EOC in Citrus County is operated by the Sheriff's Office. It is manned by various agencies during a declared emergency.

EMD

Emergency Management Director of Citrus County

FEMA

Federal Emergency Management Agency

Formal Traffic

Written in ARRL message form, it is used when Amateur Radio operators relay information between third parties.

Fully Operation

(AKA Condition Red) Maximum level of ARES activation. Usually reserved for national activation.

Gateway Stations

Fixed stations providing liaison between two nets; such as County to County or County to State EOC.

Hot-Standby

(AKA Condition White) Notice to ARES members to prepare for deployment on very short notice and monitor the designated repeater or frequency for further instructions.

Jump Kit

AKA "Go Kit" is a suitcase, box, bag etc. that contains the numerous items you may need while you are at a shelter or other emergency center.

MOU

A binding Memorandum of Understanding between parties. ARRL protocol allows that only the ARRL can enter into these agreements and only with national level organizations. County and state levels of commitment are served by simple agreements only.

NCS

Net Control Station, operator who runs, directs or controls an on air net.

NET

On-air meeting of Amateur Radio operators

No Alert

Normal operations.

NTS

National Traffic System, an organized system to handle formal written communications through Amateur Radio.

Phone Call-up Tree

Call up system to notify ARES members to monitor the local repeater due to upcoming activation.

SET

Simulated Emergency Test

SEC

Section Emergency Coordinator, person responsible for all ARES activities within a section of the state.

SEOC

State Emergency Operations Center, located in Tallahassee Florida.

SM

Section Manager

Standown Alert

(AKA Condition Blue) Alert status allowing ARES officials at their discretion to shut down operations when they complete their emergency-related duties.

STM

Section Traffic Manager, person responsible for all formal written traffic activities within a section of the state.

SHARC

Sky High Amateur Radio Club. Local club that owns and maintains the W4IIR repeater in Citrus County.

Traffic

Any exchange of information between two or more Amateur Radio stations.

PURPOSE

The purposes of ARES of Citrus County are as follows:

■ **Mission:** To provide organized Amateur Radio communications support to disaster agencies in emergency situations and/or where their normal communication channels become overloaded and/or inadequate to support their mission. Our services will only be provided when a County agency requests our assistance.

■ **Services:** The services ARES provides are tailored to fit the needs and objectives of the served organizations.

■ **ARES:** The Amateur Radio Emergency Service (ARES) is sponsored by the American Radio Relay League (ARRL), the nationally recognized governing body of Amateur Radio operators whose headquarters is in Newington, Connecticut. Through Memoranda of Understanding (MOU) between ARRL and other national organizations, ARES provides emergency communications support for organizations like Homeland Security (including FEMA), the National Communications System, APSCO, the National Weather Service, the Salvation Army, and the American Red Cross (ARC). ARES will provide emergency communications support to any or all of these organizations using both local and national communications networks like the ARRL's - National Traffic System (NTS).

■ **Training:** Regular training activities are to be conducted to prepare Amateur Radio operators in ARES to perform their communication duties at the highest proficiency level possible. These training activities will be scheduled throughout each year. Training activities focus on perfecting membership skills so they know how to utilize various forms of Amateur Radio communications. These skills are essential to satisfactorily complete our mission.

II

STRUCTURE

The ARRL District Emergency Coordinator (DEC), with the approval of the ARRL Section Emergency Coordinator (SEC) appoint the County ARES EC. The ARES EC must be an ARRL member and must hold a valid *General Class Operator License* or higher.

III

ARES EC

The ARES EC appointments are made by the ARRL to direct a single County's emergencies communications needs. This ARES organization covers all of Citrus County.

The EC is the principal Amateur Radio operators in charge of planning and coordinating events during emergencies for his/her counties. The EC represents the Amateur Radio community at meetings with local government and supporting agency officials. The EC is empowered to appoint Assistant Emergency Coordinators (AEC) when deemed necessary.

ARES EC DUTIES

- Promote and enhance the activities of ARES of Citrus County.
- Manage the organization, and coordinate training activities.
- Establish a working emergency communications plan.
- Institute a working relationship with local government and private agencies who utilize our communications services.
- Notify the Operations AEC to activate the ARES NET on the 146.775 repeater and alert the membership of potential activation needs.

ASSISTANT EMERGENCY COORDINATORS (AEC) DUTIES

Administration AEC Duties

- Maintains Personnel Records and Membership Roster.
- Provides documentation and reports regarding membership resources and activities.
- Must be able to assume the role of the EC in the event of his/her absence.
- Keep the EC's informed of changes in personnel status which could affect organizational performance.

Technical AEC Duties

- Possess a technical knowledge (operations, repair and maintenance) of our repeaters and extraneous hardware.
- Possess a list of all equipment placed in our care by Citrus County. This list must be shared with the EC's.
- Maintain an accurate listing of all equipment owned by the ARES of Citrus County organization. A copy of this list will be provided to the EC's upon request.
- Must be able to assume the role of the EC in the event of his/her absence.
- Keep the EC's fully informed of the operational status of communications equipment.
- Responsible for organizing and directing the Technical Committee, where applicable.

Operations AEC Duties

- Net Manager for all Citrus County ARES nets.
- Provides operational assistant to the EC's during simulated/real emergencies, and/or disasters, specifically Net Control operations.
- During an activation, coordinates and/or assign's manpower where needed, under the direction of the EC's.
- Must be able to assume the role of the EC in the event of his/her absence.
- At the direction of the EC, initiate "phone call-up tree". (See Appendix 5 – 1)

Public Service AEC Duties

- Act as liaison between the EC's and local and regional Public Service agencies.
- Assist the EC's by staying abreast of their needs.
- Organize ARES members to meet the needs of the agency being served.
- Keep the EC's advised of current and future Public Service needs and event scheduling.

Training AEC Duties

- Develop and implement an annual member-training schedule.
- Develop "on and off the air" training programs for use on weekly nets, membership meetings, SET's, Field Day, and Fun Day activities.

Skywarn Manager AEC Duties

- Maintains communication links with the National Weather Service.
- Keeps the EC's and AEC of Operations informed of hazardous weather conditions.

MEMBERSHIP

To become a member in ARES of Citrus County, the applicant must hold a valid Amateur Radio Operator License, possess a serious interest in providing emergency communications (community service), and reside within Citrus County. Annually each member

is asked to update their membership application (See Appendix 6–1) with the Administration AEC so he can keep accurate equipment and license records. The members in ARES of Citrus County are classified as either regular or associate members:

Regular members are those individuals who participate frequently in membership meetings, nets, and community service events; where employment and/or retirement provide for frequent event participation. Regular members will be assigned duties, such as a shelter radio operator, or Net Control Station (NCS) after training is provided. These assignments will be made in advance of known typical emergency situations such as hurricane season.

Associate members are those individuals who cannot participate as frequently as they may wish, due to job commitments and/or involvement in other emergency services, such as the ARC, EMT or firefighter service. Associate members, when available during an emergency and due to their lack of training or long term commitment to an event, may be asked to participate as a monitoring station. A monitoring station duty would be for some defined period of time. One or more local repeaters or, where capable, HF frequencies will be assigned over which a listening watch should be maintained.

New member training shall be conducted by organizational training exercises (meetings/nets/fun days) conducted throughout the year. All regular members, once they become an ARES member, and after the acceptance of the Citrus County Emergency Management, will be issued a Citrus County ARES personalized photo ID badge from the Ridge Ares Sub Station.

The ARES organization is not an Amateur Radio Club. We maintain a working relationship with the Sky High Amateur Radio Club (SHARC) and the Citrus County Amateur Radio Club (CCARC). Nevertheless, it's the local club(s) and the ARRL that ultimately support our endeavors and we encourage individual participation in those organizations.

MEMBER PARTICIPATION

Membership in ARES carries with it significant personal responsibility; one of which is finding the time to participate in our activities. When not actually engaged in an emergency situation, members must continually assess their communications skills and the availability of their equipment to successfully serve the organization's mission.

Some organizational positions carry a greater personal commitment for regular participation than as a regular member. To set the example for the rest of the membership, the EC's and their AEC staff are expected to attend most meetings, check-in to most nets, and participate often in public service activities.

Ultimately, the strength of ARES depends entirely upon the determination of all its volunteer members to contribute their time and communication skills frequently for the overall good of the organization and the agencies it serves.

In accordance with The Amateur's Code published by the ARRL in their Handbook, "The Amateur is Balanced...Radio is his/her hobby. He/she never allows it to interfere with any of the duties he/she owes to his/her home, his/her job, his/her school, or his/her community." This important point should never be overlooked!

After the needs of your home, job, or school have been satisfied, you should then consider how you can best serve the needs of your community. Providing communications support to the local community, through regular ARES participation is an excellent and rewarding way of giving something back to your community.

Regular membership participation cannot be over-emphasized; it is of extreme importance to the success of this organization! We are all volunteers who have freely accepted a commitment to community service. Any individual who joins ARES must understand that they are expected to participate frequently in public service events, membership meetings, and nets. We must be able to count on you to be a well-trained team player! A personal commitment to public service is a requirement and must be assured before accepting regular membership status. Any regular member who is unable to participate in at least 4 general membership meetings annually or check in to at least 2 nets a month, should reconsider their commitment and involvement in ARES.

IV

ACTIVITIES

The regular membership meetings for this ARES organization will be held on a quarterly basis, normally in February, May, August and November. These regular meetings will be held on Wednesday evenings in lieu of a weekly net. Special, or training meetings, will be held as necessary and will be announced by ARES leadership during the weekly on-air nets.

ARES of Citrus County nets are conducted weekly, except when meetings are held in lieu, on Wednesday evenings starting at 1900 hours local time. Due to having two repeaters available to ARES within Citrus County, we will alternate the weekly nets between the repeaters on a monthly basis. On "odd" number months, IE January, March, May, etc. the net will be on the N4EK repeater (146.775, -600, pl 146.2 Hz). On the "even" number months, IE February, April, June, etc. the nets will be held on the W4IIR repeater (146.955, -600). This is done so all members will be accustomed to the use of each repeater in case one is inoperable or we have to move a net during an emergency communications situation.

Meetings and the nets are opportunities for the EC's and AEC's to communicate with the membership, providing organizational updates and status reports, changes in the organization, and provide answers to member's questions and/or concerns. Weekly nets and monthly meetings are the primary forums used to exchange training material and/or public service information.

One or more times each calendar year, our ARES organization conducts an ARRL sanctioned Simulated Emergency Test, or SET. This event is conducted nationally by all ARES organizations and is sponsored by the ARRL, the State Emergency Operation Center (SEOC), the American Red Cross, and/or Citrus County Office of Emergency Management. Each of these organizations may formulate the emergency scenario. A SET is a training activity used to show members how real emergency situations are handled within the local community. A SET may also be used as a self-evaluation exercise to assess our overall preparedness for various emergency situations.

When an emergency situation threatens or actually occurs, it's too late to begin thinking about how well our organization will function as a team. A critical individual responsibility is for each member to continually assess his/her own level of readiness. Training events assist all of us to answer this question. Remember, if you're an ARES member, it's your responsibility to be knowledgeable and available to support the organization and its mission.

V

EMERGENCY CALLUP

Members should stay informed about events that could require ARES involvement. Our services could be called upon even though threatening weather exists in another part of the Florida peninsula. Numerous shelters would be opened to accommodate the evacuees. Under these circumstances our organization may be activated for County communications to Tallahassee through the Gateway system.

When activated, little time is available to discuss the situation on the net frequency. Members should monitor local news and weather reports through public radio and television broadcasts so they know what conditions prevail within Florida. If you know of threatening weather that may cause an evacuation or emergency, here or elsewhere in Florida, please monitor the 146.775 and 146.955 repeaters for notification of activation. Once ARES is activated, a net will immediately be opened. This is your opportunity to check-in and inform the Net Control Station (NCS) operator of your availability.

At some point during initial activation of our organization and before a formal net has commenced, the assigned NCS operator or staff official may not yet be in position to take control of the net. During this transition period, the first regular member to check-in should assume the position of the NCS operator until relieved by the assigned individual. That way an organized transition from an open repeater to a controlled net will occur.

Occasionally a regular member is unable to leave their residence to accept a field assignment, but is able to assist with the operation. Obviously, if everyone were in this position, we would not have enough operators to cover field assignments. To better utilize all of our operator assets, the following procedure will be used to maximize participation from those operators who are unable to accept field assignment.

Any regular member who cannot accept a field assignment, but can assist with the emergency, may be assigned "monitoring station" duty for some defined period of time. One or more local repeaters or, where capable, HF frequencies will be assigned over which a listening watch should be maintained. Individuals monitoring these frequencies/repeaters shall intercept communications from other Hams or organizations requesting information about the emergency then direct them to the primary ARES 2 meter repeater.

ALERT LEVEL DEFINITIONS

The following definitions appear in the North Florida ARRL Section Emergency Plan which we have adopted for our use. They best apply to long term events. The principal method of notification and membership activation is via normal phone lines and the ARES 146.775 and 146.955 repeaters.

- **"HOT-STANDBY" --** No emergency actually exists but the potential exists for call-up within the next 24 hours. All members of ARES should monitor public radios, TV news media, and monitor the 146.775 and 146.955 repeaters. All members should prepare to respond quickly to a call-up.

- **"ACTIVATED ALERT" --** The EC's will notify the local net that the area is on a limited emergency status. All local ARES members should actively monitor the primary emergency repeater for further announcements. Provisions for auxiliary power should be considered at this time. Make certain that your home is secure and your family is prepared for the emergency, requires DEC notification.

    All local emergencies, even severe ones, can be handled without ever going beyond Activated Alert.

- **"FULLY OPERATIONAL" --** The highest level of alert possible in an ARES emergency operation. The EC will declare certain repeaters "closed", as required, while the Emergency exists. All stations will be under the direct control of the ARES Net Control Station (NCS).

    This is the only alert condition which the SEC or SM will ask the FCC to declare a cleared frequency to hold down destructive interference. Neither EC's nor DEC's may call a "Fully Operational" or "Red" Alert. Usually this is a National or Federal call up, such as for Homeland Securities, etc.

- **"STANDOWN ALERT" --** The actual emergency has passed, even though there may still be a good deal of traffic activity being handled on the frequencies. The "closed" condition is not in effect at this time.

    This alert level authorizes the STM and Net Managers to reduce operating hours, restrict operations or close down designated nets as the emergency passes and traffic loads subside.

- **"NO ALERT"** This is the normal condition for Amateur communication. No state of alert or emergency condition exists.

STAFF OFFICIAL DUTIES AND RESPONSIBILITIES

The following is a list of the primary responsibilities of ARES of Citrus County staff officials during non-emergency situations and/or when an <u>Activated Alert</u> or a <u>Fully Operational</u> alert has been declared:

ARES EC

- Receive a complete briefing from the <u>served agency</u>, (Office of Emergency Management, etc.) regarding the nature of the anticipated or current communications emergency.
- Activate the ARES EMERGENCY NET on the 146.775 repeater. Advise the AEC of Operations about the current situation.
- Establish a primary operating location for further contacts with the AEC's and served agencies.
- Exercise overall control of the communication points instituted by ARES of Citrus County.
- Maintain the internet email roster.
- Annually review and revise the organization's Membership Handbook.

OPERATIONS - ASSISTANT EMERGENCY COORDINATOR

- Establish the primary emergency net(s), acting as the Net Manager.
- Assign NCS operators.
- Coordinate manpower needs.
- Be prepared to assume the role of EC in the event of his/her absence.
- Keep the EC's fully informed of the ARES of Citrus County activation and deployment process.

ADMINISTRATION - ASSISTANT EMERGENCY COORDINATOR

- Receive and process member applications.
- Maintain current membership roster(s).
- Be prepared to assume the role of EC in the event of his/her absence.
- Keep the EC's informed of membership data changes.

PUBLIC SERVICE - ASSISTANT EMERGENCY COORDINATOR

- Establish contacts with other emergency operations outside of the County using VHF, and HF nets.
- Assist the EC's in staying abreast of the needs of <u>served agencies</u>.
- Coordinate operations for public service events.
- Keep the EC's fully informed of public service events and served agency needs.

TECHNICAL - ASSISTANT EMERGENCY COORDINATOR

- Verify operational status of necessary VHF and UHF repeaters.
- Be alert to the equipment needs of the forming communications points. Supplement with ARES of Citrus County equipment if necessary.
- At the request of the Operations AEC, coordinate with the <u>served agencies</u> for the transportation of necessary supplies to ARES of Citrus County operators in the field.

TRAINING - ASSISTANT EMERGENCY COORDINATOR

- Develop and implement an annual member-training schedule.
- Develop "on and off the air" training programs for use on weekly nets, membership meetings, SET's, and Field Day activities.

NON-MEMBER PARTICIPATION

Events that cause ARES activation are usually significant enough to be reported by the local news media. Amateur Radio operators, other than our members, will often offer their assistance. Some of these individuals will appear out of nowhere, as though they have emerged from the woodwork. Generally, non-members may assist where necessary.

Non-members may be used to <u>assist</u> and staff needed communication positions like at County shelters. Whenever possible they will be assigned and placed with a trained ARES member who will guide and instruct the non-member in the proper ARES procedures. Often non-members become ARES members following an activation event. This policy is in place not to exclude individuals, but to recognize that the skill level of a trained member makes them better able to perform efficiently in almost any emergency scenario.

ADDITIONAL CONSIDERATIONS

A great deal of consideration has been devoted to the topic of an activation call up. Activation will come at the request of one of our served agencies, but members may anticipate a call in the face of developing hazardous weather circumstances. Our primary mission is to provide emergency "backup" communications support to Citrus County Public Safety – Emergency Support Function 2, Communications (ESF-2), and the American Red Cross. Our communications skills will be necessary in the event standard channels of communication are disabled or are unable to adequately handle the unusually high volume of traffic associated with the emergency.

The term "ambulance chaser" often comes up in discussions where some amateurs have "volunteered" their unsolicited services at the scene of an accident or emergency. Volunteers are sometimes viewed as unwelcome intruders by some emergency response teams. Please remember that Citrus County's communications capabilities are very adequate and are staffed with competent employees. If we're needed to assist Citrus County we'll receive our activation call-up from the Citrus County Emergency Management, or another County agency.

VI

NET PROTOCOL

Effective communications only occur between a transmitting station and the receiving operator. Communications during an event must take place as accurately and quickly as possible, and should be done by using communications techniques and terminology known well in advance of the event.

During an emergency, a person's life may be saved or lost as a result of our communication skills and the ability to quickly and accurately convey our needs. Normal Amateur operating procedures may not be applicable for some highly specialized forms of communication. Described here are techniques that will facilitate acceptable emergency communications. All operators are expected to adhere to these standards as closely as possible during the operation of an emergency communications net.

EMERGENCY OPERATIONS

Net Control

Net Control Station operators will keep a log (See Appendix 7-1) that accurately accounts for all members who are activated, their name, call sign, location, time on duty, and any information regarding relief from the assigned position. If these stations have been assigned duties, the NCS operator should know what those duties are, or should know which official to contact to authorize unusual or unfamiliar operator assignments. The Net Control Station operator will also be responsible for maintaining an accurate log of all communication activity, including specific operator assignments. This log activity must be accurately maintained throughout the event and, when applicable, turned over to the relieving NCS operator, the Net Manager, or an ARES staff official.

Listen Before Talking

Understand the situation before transmitting. Incidental transmissions may cover a vital report. Make sure you allow the repeater to reset before you start talking. This allows for any other station to "break" in, and allows the repeater timer to reset. Always monitor the frequency before transmitting to the NCS. If the NCS operator is busy handling traffic please wait until it's concluded before attempting your transmission. Wait your turn! If the net is already in progress when you arrive on frequency, check in giving your call sign. The NCS operator will acknowledge stations recognized. If you're not recognized, wait a reasonable length of time, and check in again.

Use of the Term "Break"

The use of the word "Break" should be used sparingly, if at all, during any net. Utilizing the word "Break" alone indicates considerable urgency or an emergency exists and that all on-going communications should cease until the breaking station is recognized. If great urgency does not prevail, don't use the word "Break" at the beginning of any transmission. If the message is *very* urgent, use "Break Break" or the word **emergency**, but don't say either unless it is a very urgent, life-threatening situation. NCS operators may sometimes use the word "Break" during a continuous transmission to indicate the end of a message with one station and the beginning of a message to another operator on the net. An acceptable example of use of the term "Break" is: "Roger your message N4PY, BREAK with N4PY, W1WLH send your message".

Keep Communications Brief

During an emergency, communications are much different from normal repeater activity. Long-winded transmissions use up airtime and tend to delay expeditious message handling. This must be avoided! Think about what you want to say and convey only that message using as few words as needed to get your message across. Extra words spoken delay message delivery and keep others on hold until you're done.

"Q" signals typical for HF communications are out of place in the VHF/UHF FM repeater world! Use direct conversation saying exactly what you mean. Avoid the use of slang terms commonly used in Citizens Band radio transmissions.

Station Identification

When checking into a net please give your full call sign, and indicate whether or not you have comments. FCC rules require a station to identify itself every ten minutes, but there are times when the use of a full call sign at the end of a transmission is considered inappropriate chatter. Good Amateur Radio operating practice dictates that a Amateur Radio operator identifies his/her station once each 10 minutes, not at the end of each transmission!!

There are some communications events that require the use of tactical call signs, rapidly indicating key station information, such as operator function and position. **This does not take the place of legal identification required after transmission is complete or every 10 minutes if transmission is of long duration.** Call signs should be used to satisfy FCC requirements. When seeking the attention of the Net Control station use your call suffix or if applicable, assigned tactical call.

NON-EMERGENCY OPERATIONS

Almost all of the above is applicable to non-emergency operations, like public service events, simulated training, or weekly nets (See Appendix 8-1 for Weekly Net Script). Most of our non-emergency events are helpful training activities that better prepare members for actual emergency scenarios. These events are for practicing techniques used during an actual disaster.

MESSAGE HANDLING

A primary role in any activity is communications effectiveness. Amateur Radio operators offer this service to the community which is unmatched by any other organization, professional or volunteer. Consequently, when asked to serve, most operators will pass messages, or traffic, between fixed, portable, or mobile stations. In its simplest form, messages will be sent based upon a verbal request. This may be the quickest, but it is also the most prone to error, and has little or no accountability.

Another form of traffic is the FORMAL method, using the established procedures and forms provided by the ARRL. The League strongly encourages this method and the Citrus County ARES will use it. Formal written traffic is mandatory between all agencies, (county to county; county to state; state to FEMA; etc.) during emergency operations. This form provides excellent accountability, but its formal nature does not always lend itself to VHF nets.

A form of traffic that was developed locally is the "MiniGrams" (See Appendix 9-1 for "sample" and use, and blank MiniGrams.) radiogram. Many members and some communications sites have been provided with copies of this form. This method offers a compromise between the conveniences of oral messages, with the accountability of a formal format. Both of these message formats or style has its particular use.

The FORMAL written message (See Appendix 10-1) will be used for traffic that is destined to leave the immediate West Central Florida District. If needed to communicate with another agency not in direct contact with Net Control, the FORMAL form must be used. This may be a message leaving the state or the country and may utilize the services of the National Traffic System. The ARRL has written much on the procedures used when passing FORMAL written traffic and will not be elaborated here.

The "MiniGrams" radiogram message will be used only for communication with other points that are internal to the communications emergency within the immediate area. Emergency Management and Red Cross messages to the Citrus, Hernando, and Sumter County areas will use the "MiniGrams" radiogram message format. It will be easier to have the client write a message

on the "MiniGrams" radiogram. This procedure forces the sender to think about the message content and the originators must take responsibility for the requests and any reply. The "MiniGrams" radiogram form offers accountability because of the written copy of what was transmitted.

If the message involves a request for materials or supplies, it is best to be documented in writing. If questions arise about certain messages that are signed by the sender, it is very easy to substantiate the message content since it's in writing.

CASUALTY REPORTS

If a situation gets very bad, there may be human injuries or deaths and this information may have to be reported. If ever asked to pass such a message, ALWAYS get it in writing. Any transmitted information regarding casualties must be authenticated and approved in writing by a member of the Office of Emergency Management and a Red Cross Director (not just a volunteer), or other appropriate official.

Amateurs are licensed to transmit on Amateur frequencies, but listeners do not have to be licensed, and many people will be listening to ARES of Citrus County nets during an emergency. Incorrect or inappropriate reports of injuries or deaths could worsen an already desperate situation by causing undue concern or panic. Think before transmitting such a report. GET IT IN WRITING.

HEALTH AND WELFARE MESSAGE TRAFFIC

Out-going Welfare "assurance" messages will be given a W (Welfare) precedence and will **not** be handled on any net where either a Activated Alert or a Fully Operational alert exists, unless approved by the Net Manager. After a return to either a Hot-Standby alert or No Alert, the routine NTS nets can handle all Health and Welfare messages.

ITU PHONETIC ALPHABET

This is the phonetic alphabet adopted by the International Telecommunication Union and should be used to the maximum extent possible whenever the need arises to phonetically spell words over the air. In far too many cases Hams are substituting other phrases for the ones defined below.   Please learn the correct phrases and use them when necessary.

A   Alpha
B   Bravo
C   Charlie
D   Delta
E   Echo
F   Foxtrot
G   Golf
H   Hotel
I   India
J   Juliet
K   Kilo
L   Lima
M   Mike
N   November
O   Oscar
P   Papa
Q   Quebec
R   Romeo
S   Sierra
T   Tango
U   Uniform
V   Victor
W   Whiskey
X   X-Ray
Y   Yankee
Z   Zulu

VII

FREQUENCY ASSIGNMENTS

ARES of Citrus County communications and facilities are in accordance with the National Frequency Allocation Band Plan for ARES and the State of Florida Plan.

- **146.955 MHz** (-600 KHz shift)
  - Primary "Shelter Net" with the EOC.
  - Owned and maintained by SHARC, W4IIR.
- **146.775 MHz** (-600 KHz shift, 146.2 Hz CTCSS)
  - ARRL West Central District Emergency Repeater.
  - Secondary for "Shelter net".
  - Owned and Maintained by Ed Koch, N4EK.
- **3950 KHz and 7254 KHz**
  - Northern Florida ARES Net and when needed becomes the Northern Florida Emergency Net.
- **144.970 MHz ARES**
  - Packet BBS. , ARRL, and NOAA Weather Bulletins are posted on the BBS.
- **144.390 MHz**
  - APRS

OTHER ITEMS OF INTEREST

While the Hurricane Watch Net is not a direct contact for the Citrus Count ARES organization, individual operators can supply information to this net. Whenever a hurricane is within 300 miles of projected landfall or becomes a serious threat to a populated area, the net is activated on 14.325.00 MHz. For more information, please go to http://www.hwn.org/.

Also check out:
http://www.sheriffcitrus.org/

http://www.floridadisaster.org/bpr/Projects/CEMP%20Online/Coordination.htm

http://www.floridadisaster.org/bpr/emtools/esf.htm#Communications

http://www.sunco.com/~ares/ares.htm

In summary: The SHARC 146.955 repeater will be used for shelter communications to the EOC, as well as other emergency events. The N4EK 146.775 repeater will be used for ARES West Central District communications and for shelter communications to the EOC during other emergency events should it be needed.

Most emergencies involve communication points within Citrus or nearby counties using short-range portable communication stations through VHF repeaters. Adjacent county communications will use the N4EK repeater. If the need for a formal message delivery to Tallahassee is needed, then the N4EK repeater will be used to contact the Gateway station on duty.

ALTERNATE REPEATER OPERATION

In the event of the loss of one of our repeaters during an event, all participating stations should switch to simplex and transmit/receive on the repeater output frequency. Follow the instructions from the NCS. ARES have alternate repeaters available. Once the new repeater has been identified all operators will be advised by the NCS operator of the new alternate repeater to use.

When the net control operations move to another (alternate) repeater, a monitoring station, with excellent simplex receiving ability, will be directed to continuously **monitor** the failed repeater input frequency to direct all transmissions heard there to the new (alternate) repeater in use. A *Monitoring Station* is necessary since the wide area coverage of both repeaters are well known by other County's ARES officials, who may attempt to contact Citrus County ARES officials using either repeater frequency.

VIII

SUPPORTED AGENCIES

The occurrence of an emergency condition is not always predictable. When ARES of Citrus County services are needed, a request could come from almost any organization. Some organizations have used our emergency communication capabilities more than others. Because of this, the ARRL has gone as far as obtaining formal written agreements with:

- The American Red Cross (ARC)
- The Association of Public-Safety Communications Officials-International, Inc, (APCO)
- The Federal Emergency Management Agency (FEMA)
- The National Communications System
- The Salvation Army
- The National Weather Service

One of the duties of the EC is to contact local officials of these and other agencies that might need our services to work a communications plan for use at the local level. ARES of Citrus County has contacts and working arrangements with the following organizations:

- The Citrus County Sheriff's Office
- The American Red Cross (ARC)

The following summarizes the operations that are expected with these agencies.

CITRUS COUNTY SHERIFF'S OFFICE

The Sheriff's Office operates the Emergency Operations Center (EOC) under the direction of the Emergency Management Director (EMD). The EMD or his assistant is authorized to call a County emergency. When that happens, the ARES members will be notified according to plan.

We're now aligned with ESF-2, Communications, as described in the State of Florida Comprehensive Emergency Plan. Any emergency in which ESF-2 is involved will most likely involve our organization.

THE AMERICAN RED CROSS

The American Red Cross is a long-standing user of our communications support. If the Florida coast were to be struck by a hurricane, the low-lying coastal areas are likely to be flooded. To prevent loss of life, these areas will be evacuated prior to the storm and the floods. Citrus County has a large population that lives in low lying areas. These areas have a mandatory evacuation during most storms. Shelters will provide lodging, food, and bedding, and will be staffed by Red Cross volunteers. Our organization will provide each shelter(s) radio communications. Around the clock communication support will be necessary and the demands on our organization could become taxing.

Many practice exercises have been designed to duplicate such an event. Much of the recommended communication gear listed later in this manual was provided to fulfill this role. Because of the potential complexity of the tasks associated with emergency shelter communications, a separate section of the manual has been devoted to it, and will appear later.

In addition, ARES could be called upon to provide long distance two-way communications between the ARC Chapter House, ARC Regional Headquarters, and an afflicted area either inside or outside of the State of Florida.

THE NATIONAL WEATHER SERVICE / SKYWARN

Amateur involvement with this agency is through the Skywarn Program. Skywarn is organized and operated by the National Weather Service, a part of the National Oceanic and Atmospheric Administration (NOAA). Although Amateurs are used in the area, in other locations other communication services are used too. The County EM selects a Skywarn Manager or coordinator to head up the Skywarn Program. The Skywarn Manager is responsible for all nets, certification classes and other contacts.

In the event a storm capable of producing tornadoes is forecast for the area, the Weather Service may request the formation of a Skywarn Net. The Skywarn manager is notified and a repeater net is activated. The sighting of a funnel cloud (with or without debris), wind damage, large hail, or serious flooding should be reported to Net Control. That information is then relayed to the National Weather Service. Although not directly related to ARES, many members of our organization are also members of Skywarn. Skywarn may be activated during our events if weather conditions are determined to be favorable for the development of tornadoes.

CITRUS COUNTY SHELTERS

The shelters within Citrus County are pre-designated schools. The EOC directs the opening or closing of these schools. The management of the individual shelters is in direct control of the Principal of the particular school.

When shelters are to be opened, the ARC will be notified and will begin manning the shelters to meet the demand. Once this happens, the EC's will be contacted and asked to provide communications support for as many shelters as necessary. Once shelters begin opening our organization will mobilize a net and begin soliciting membership assistance to man each shelter.

SHELTER SUMMARY
As of June 2005

1. Lecanto Middle School (Primary shelter, special needs)
    a. Antenna/coax located in Room 208, upper floor (the level you enter from parking lot).
    b. Coax located in ceiling above far wall left of door
    c. School was special needs shelter last year
    d. School complex has emergency power

2. Citrus Springs Middle School
    a. Antenna/coax located in Room 10-100G, off of cafeteria

3. Forest Ridge Elementary School
    a. Antenna/coax located in Room 124, enter through hall, first door on right as you enter from entry doors, or through front office, then to left
    b. Coax located in ceiling almost middle of room

4. Citrus High School
    a. County will try to get generator for school

Additional Shelters to be opened as necessary, not necessarily in this order.

5. Lecanto High School (Primary shelter)
    a. Antenna/coax located in Auditorium, room 165 I.
    b. Located in ceiling panel between door and right wall
    c. School complex has emergency power

6. Lecanto Primary School (Primary shelter)
    a. Antenna/coax located in Room 100-B, just behind front desk area
    b. Coax located in ceiling above far wall across from door

c. School complex has emergency power

7. Inverness Middle School (Primary shelter)
   a. Checks OK for antenna/coax, room 901 off of cafeteria
   b. School has emergency generator

8. Citrus Springs Elementary School
   a. Coax located in room 103 above ceiling panel in corner of room by entry door and bathroom door.

9. Rock Crusher Elementary School
   a. Checks OK for antenna/coax, room 210A off of cafeteria.

10. Inverness Primary School
    a. NO antenna/coax
    b. Room that has been used is Room 101-C, far end of hall as you enter front door.

11. Hernando Elementary School
    a. No antenna

12. Floral City Elementary School
    a. Will check later as personal travel in area permits

13. Withlacoochee Technical Institute
    a. Director says it is not a good shelter
    b. Roof leaks
    c. In new two story section, rest rooms are in separate building

(NOTE: None of the antenna/coax systems checked has lightening protection.
Coax is now coiled up in loop and lays on ceiling tiles, fire hazard.)

SHELTER PREPARATION

The ARC in Citrus County is continuously training volunteers to be shelter workers. However, in the course of their duties, they will need supplies, advice, and possibly emergency aid, from their sponsoring agency.

Amateurs will be positioned at the EOC, as well as the shelters. Commercial telephone services cannot provide enough lines to each shelter to handle the communications demand, much less to the exact location of the Shelter Manager's within each shelter. Amateur Radio communications can provide this flexible link and immediate communications network needed to support their requirements.

When our members are asked to assist with shelter communications, there are a number of things to be accomplished. First, hopefully you have previously prepared yourself a "jump kit" (See Appendix 11-1). This kit will allow you to remain at the shelter for many hours or as long as you can and still be somewhat comfortable. Hurricanes do not come and go quickly. Operators may be trapped in the shelter for some time. Make shelter arrangements for your family. It may be best to take them to the shelter with you. The ARC will make every effort to provide food, water, and, on a limited basis, emergency aid to those in shelters who may need it. Operators should provide their own emergency power for their radios. Some of the shelters have emergency generators, but not many. Batteries are best, but bring more than one.

Amateur operators assigned to shelters should report to the Principal of the school where they are assigned (See Section XI, MAPS AND REFERENCES). Also contact the ARC shelter personnel upon arrival. Identify yourself and your function. Some of these people will be highly skilled and very experienced, while others may not know how to use an Amateur Communicator.

If you are the first operator to report to a shelter, locate the room that has be designated for ARES use (See Section XI, MAPS AND REFERENCES), and get things set up as soon as possible. If the station is already set up, report to the radio room and then to the current Shelter Manager, as well as the ARC shelter operator. If arriving to relieve another operator, ALWAYS get a briefing from that person. Find out as much as you can, before the previous operator leaves. It would be best to have much of this information in writing. Be sure you know who the current Shelter Manager is and how many folks are in the shelter at that time. Make sure the Shelter Manager and ARC volunteers know where you are located.

Once you have the necessary shelter information, check into the net and inform the Net Control Station operator of the current shelter status. From that point on, try not to be out of radio contact with the NCS operator unless notifying the NCS operator of your need to be off frequency for a specified period of time. ***This is of critical importance so please cooperate fully!!***

There are specific items of information the ARC, EOC, and other agencies, will need to know about each shelter (See Appendix 12-1). This includes, but is not limited to, the number of the people housed in the shelter, the number of evacuees with special medical needs, the name of the shelter nurse, and any other information specific to the shelter you are assisting. This information will be requested periodically by various sources while shelters are open. The Shelter Manager should provide you with this information.

Emergency weather bulletins, such as tornado warnings, and other announcements could be given at any time during our tour of duty and will immediately be relayed to you through the NCS operator. In many shelter situations it is necessary for the shelter radio operator to use ear phones to insure successful acoustic reception of the net. Ambient noise is a major problem to communications, so please understand this requirement ahead of time and prepare your equipment accordingly.

X

ADDITIONAL EMERGENCY ACTIVITIES

A more typical implementation of our ARES organization would involve tactical communication (see section VI, Net Protocol). If activated, members will be asked to travel to other parts of the County; a shelter, or a command post, etc. to setup their communications station. If an ARES member is the first person to arrive at the assigned location, try to identify the individual in charge of the operation for which your communications skills have been requested. This might be an ARC volunteer, a Battalion Fire Chief, a Citrus County Deputy Sheriff, or some other local official. Inform that individual of your availability to assist in establishing communications. Depending on the location of the assignment, you may have to try both the 146.775 and 146.955, to make sure you have the best coverage available. From there, setup your station and report your situation to the NCS operator then remain alert for further instructions.

XI

MAPS AND REFERENCES

This Chapter collects all maps, diagrams and reference material in a single location for convenient use. It is intended that these maps will be helpful to those seeking directions to locations involved in emergency operations.

Contents

Item
Directions to:

* = Proposed first to open

Reference	Available From	
ARRL Operations Manual	ARRL or	AES
ARRL Traffic Manual	ARRL or	AES
ARRL NTS Message Form	ARRL or	AES
ARRL Emergency Coordinator Manual	ARRL or	AES
ARRL District Emergency Coordinator Manual	ARRL or	AES

ARRL = Amateur Radio Relay League, Newington, CT

AES = Amateur Electronic Supply, 621 Commonwealth Ave., Orlando, FL 32803
        [407] 894-3238

Attachment 1
Citrus County Emergency Operations Center
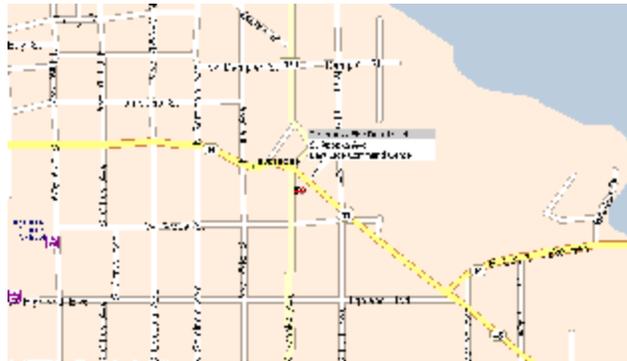
Wide area

Detail

.

Attachment 2
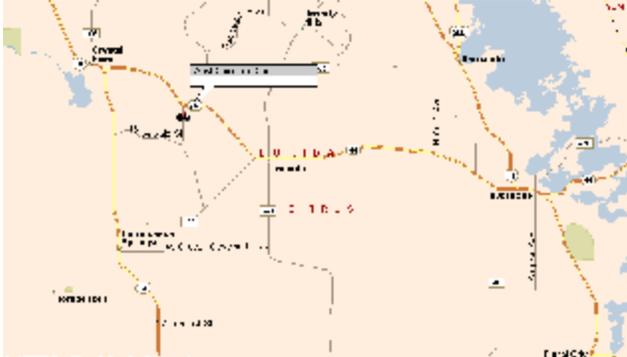Temporary Command Centers

Wide area – East Command Center

Detail – East Command Center

Attachment 2
Temporary Command Centers

Wide area – West Command Center

Detail – West Command Center

LECANTO HIGH SCHOOL
Primary Shelter
Capacity 3710

LECANTO HIGH SCHOOL
3810 W. Educational Path
Lecanto, FL 34461
Phone: 746-2334

Principal: Kelly Tyler
Asst. Principal: Doug Connors
Asst. Principal: Tony Whitehead
Asst. Principal: Gayle Marritt
Head Custodian: John Cluts

Directions:
From Inverness, Hwy. 44 West (Gulf to Lake Hwy.) to CR 491, turn left (south), continue to Educational Path, turn right, follow road around, to school complex on left.

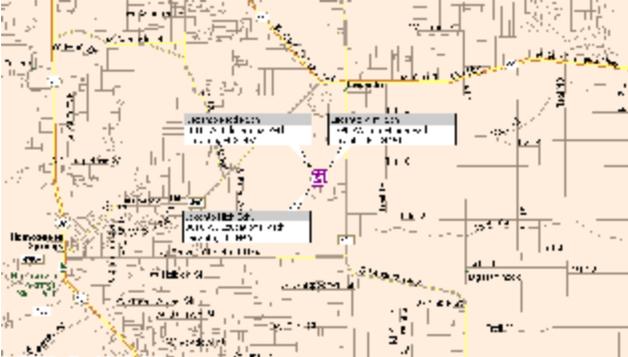From Crystal River, Homosassa, Hwy. 44 East (Gulf to Lake Hwy.),to CR 491, turn right, (south), continue to Educational Path, turn right, follow road around, to school complex, High School is on left.

Antenna drop for VHF radio is located in the auditorium; go through the main entrance doors, Room 165-I which is off to your left. Antenna coax is located in ceiling panels between door and right wall.
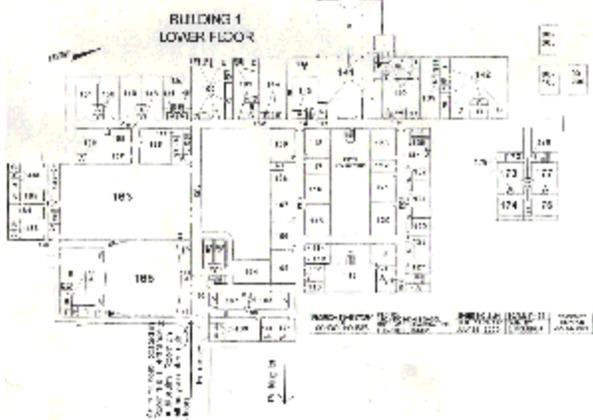
Attachment 3
Lecanto High School

Wide area

Detail

Attachment 3
Lecanto High School

BUILDING 1
LOWER FLOOR

LECANTO MIDDLE SCHOOL
Primary Shelter
Special Needs Shelter
Capacity 1197

LECANTO MIDDLE SCHOOL
3800 W. Educational Path
Lecanto, FL 34461
Phone: 746-2050

Principal: James Kusmaul
Asst. Principal: Linda Connors
Asst. Principal: Cheri Cernich
Head Custodian: James Moran

Directions:
From Inverness, Hwy. 44 West (Gulf to Lake Hwy.) to CR 491, turn left (south), continue to Educational Path, turn right, follow road around, to school complex on left.

From Crystal River, Homosassa, Hwy. 44 East (Gulf to Lake Hwy.),to CR 491, turn right, (south), continue to Educational Path, turn right, follow road around, to school complex, Middle School is straight ahead across parking lot.

Antenna coax is located in Room 208, upper floor (the level you enter from parking lot). Coax is in ceiling above far wall left of door.

Attachment 4
Lecanto Middle School

Wide area
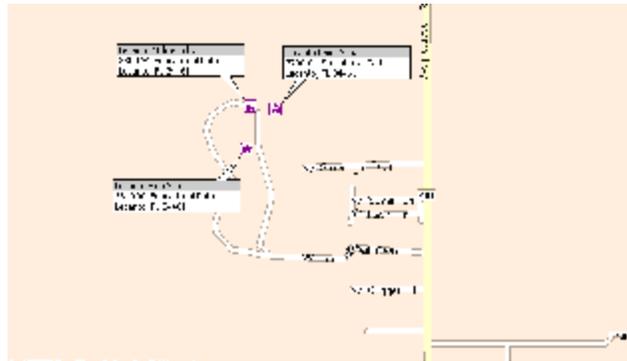
Detail

Attachment 4
Lecanto Middle School
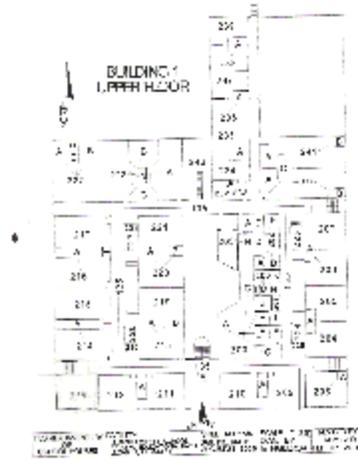
LECANTO PRIMARY SCHOOL
Primary Shelter
Capacity 1012

LECANTO PRIMARY SCHOOL
3790 W. Educational Path
Lecanto, FL 34461
Phone: 746-2220

Principal: Robert Snyder
Asst. Principal: Rick Kenney
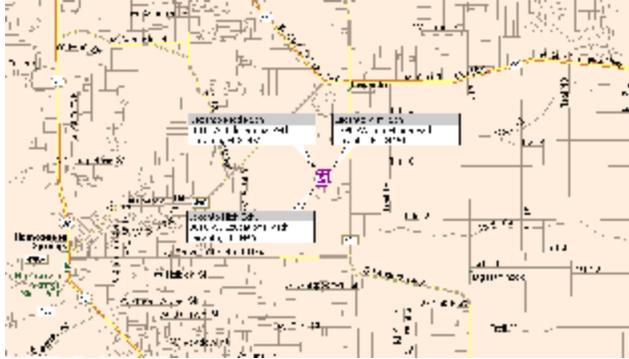Head Custodian: Terri Sterling

Directions;
From Inverness, Hwy. 44 West (Gulf to Lake Hwy.) to CR 491, turn left (south), continue to Educational Path, turn right, follow road around, to school complex on left.

From Crystal River, Homosassa, Hwy. 44 East (Gulf to Lake Hwy.),to CR 491, turn right, (south), continue to Educational Path, turn right, follow road around, to school complex, Primary School is straight ahead, a bit to the right.

Antenna coax is located in Room 100-B, just behind front desk area. Coax located in ceiling above far wall across from door.

Attachment 5
Lecanto Primary School

Wide area
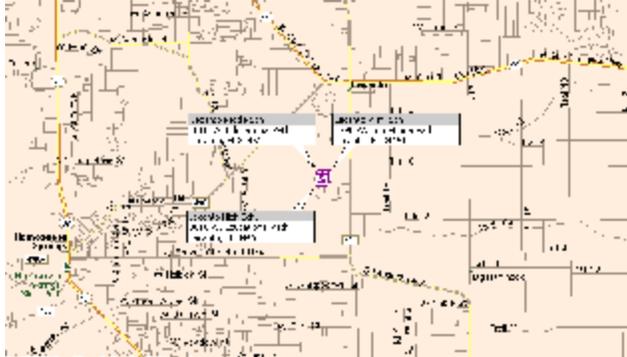
Detail
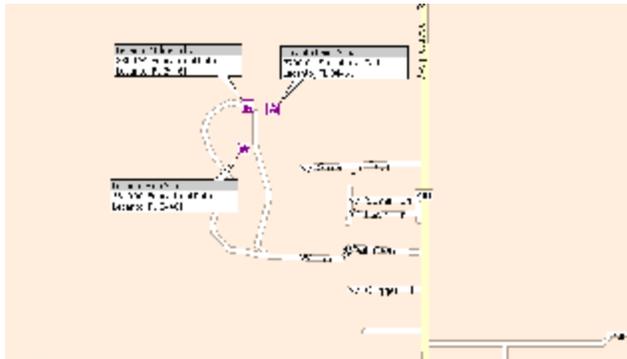
Attachment 5
Lecanto Primary School

BUILDING 1

INVERNESS MIDDLE SCHOOL
Primary Shelter
Capacity 998

INVERNESS MIDDLE SCHOOL
1000 Middle School Rd.
Inverness, FL 34450
Phone: 726-1471

Principal: Cindy Staten
Asst. Principal: Joe Susi
Asst. Principal: Dr. Locognata
Asst. Principal: Mark Klauder
Head Custodian: Sam Ferguson

Directions:
From Inverness, US 41 North (Florida Ave.) past K-Mart, right on Middle School Road, follow road to school.

From Crystal River, Homosassa, Hwy. 44 East (Gulf to Lake Hwy.), to US 41, left turn, go past K-Mart, right on Middle School Road, follow road to school.

Antenna coax is located in Room 901 off of cafeteria area.

Attachment 6
Inverness Middle School

Wide area

Detail

Attachment 6
Inverness Middle School

Cafeteria
500
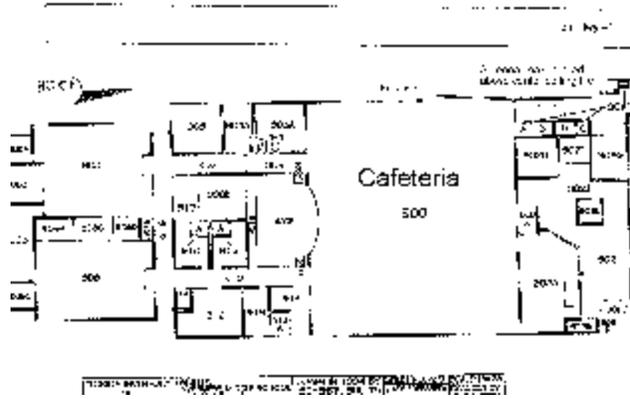
CITRUS SPRINGS ELEMENTARY
Primary Shelter
Capacity 528

CITRUS SPRINGS ELEMENTARY
3570 W. Century Blvd.
Citrus Springs, FL 34433
Phone: 489-8144, 344-4079

Principal: To be announced
Asst. Principal: Dana Magill
Head Custodian: Bobby Parker

Directions:
From Inverness, US 41 North (Florida Ave.) turn left on Citrus Springs Blvd. about one mile north of four way stop in Holder. Follow the road around to Elkcam, turn right. North to W. Century Blvd, turn left, school down on left.

From Crystal River/Homosassa, Hwy 44 East (Gulf to Lake Hwy) left on CR 486 (Norvell Bryant Hwy.), left on Pine Ridge Blvd, left on Elkcam Blvd., left on W, Century Blvd, turn left, school down on left.

Coax located in room 103 above ceiling panel in corner of room by entry door and bathroom door.

Attachment 7
Citrus Springs Elementary School
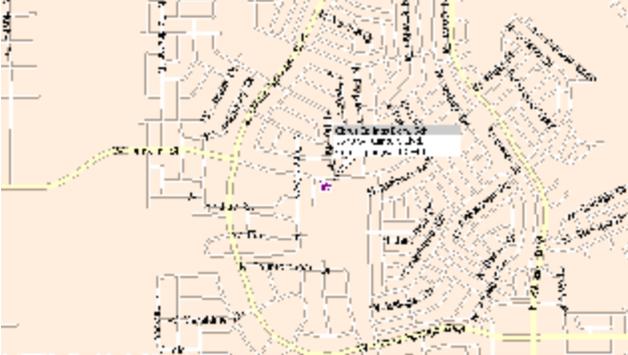
Wide area

Detail

Attachment 7
Citrus Springs Elementary School

CITRUS SPRINGS MIDDLE SCHOOL
Primary Shelter
Capacity 735

CITRUS SPRINGS MIDDLE SCHOOL
150 West Citrus Springs Blvd.
Inverness, FL 34452
Phone: 489-6622, 344-2244

Principal: Michael Mullen
Asst. Principal: Leigh Ann Bradshaw
Head Custodian: Charles Souhrada

Directions:
From Inverness, US 41 North (Florida Ave.) through Holder for about one mile, turn left on Citrus Springs Blvd., school on left about ½ mile.

From Crystal River/Homosassa, Hwy 44 East (Gulf to Lake Hwy.) to CR 486 (Norvell Bryant Hwy.) left on Pine Ridge Blvd, left on Elkcam Blvd., right on Citrus Springs Blvd, follow to school on right.

Antenna coax located in Room 10-100G, off of cafeteria.

Attachment 8
Citrus Springs Middle School

Wide area
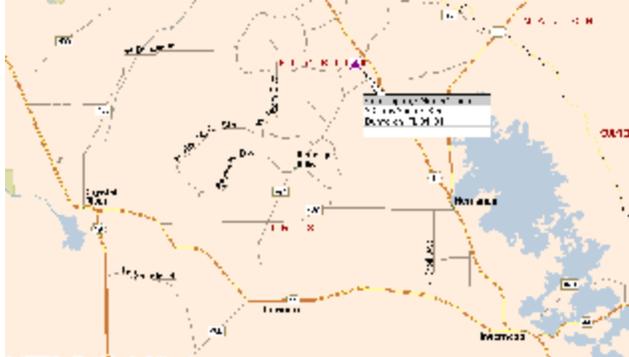
Detail

Attachment 8
Citrus Springs Middle School
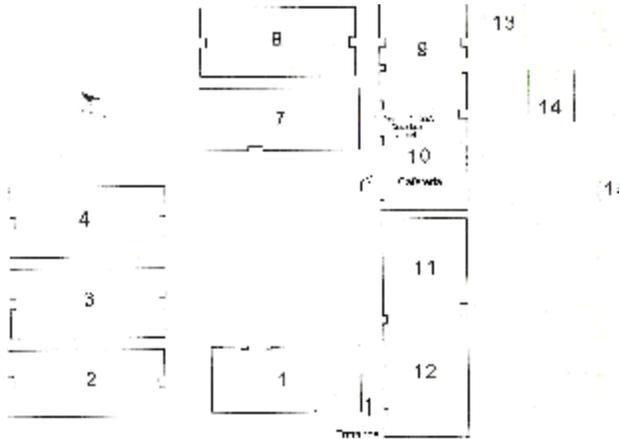
ROCK CRUSHER ELEMENTRY SCHOOL
Primary Shelter
Capacity 457

ROCK CRUSHER ELEMENTRY SCHOOL
814 S. Rock Crusher Road
Homosassa, FL 34448
Phone: 795-2010

Principal: Nancy Simon
Asst. Principal: John Weed
Head Custodian: James Morakis

Directions:
From Inverness, Hwy. 44 West (Gulf to Lake Hwy.) to CR 490 (Homosassa Trail), turn left, continue to Rock Crusher Road, turn right, continue to school on left.

From Crystal River, Hwy. 44 East (Gulf to Lake Hwy.),to Rock Crusher Road, turn right, continue to school on right.

From Homosassa, CR 490 (Homosassa Trail) toward Lecanto, continue to Rock Crusher Road, turn left, continue to school on left.

Antenna coax located in Room 210-A, off of cafeteria.

Attachment 9
Rock Crusher Elementary School
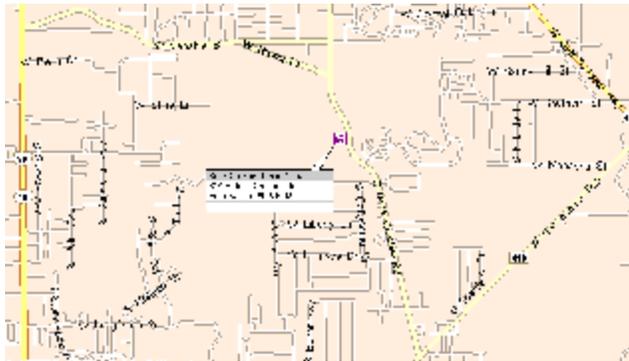
Wide area

Detail

Attachment 9
Rock Crusher Elementary School

FOREST RIDGE ELEMENTARY SCHOOL
Primary Shelter
Capacity 800

FOREST RIDGE ELEMENTARY SCHOOL
2927 N. Forest Ridge Dr.
Hernando, FL, 34442
Phone: 527-1808

Principal: Teretta Charles
Asst. Principal: Donnie Brown
Head Custodian: Scott Wagner

Directions:
From Inverness, US 41 North (Florida Ave.), left on CR 486 West (Norvell Bryant Hwy.) to N. Forest Ridge Dr. (signal), right turn, school down on right.

From Crystal River, Homosassa, Hwy. 44 East (Gulf to Lake Hwy.) to CR 491, left turn at signal, to CR 486 (Norvell Bryant Hwy.) right at signal, to N. Forest Ridge Dr., turn left at signal, school down on right.

Antenna coax located in room 124, enter through hall, first door on right as you enter from entry doors, or through front office, then to left. Coax located in ceiling almost middle of room.

Attachment 10
Forest Ridge Elementary School

Wide area

Detail

Attachment 10
Forest Ridge Elementary School

CITRUS HIGH SCHOOL
Primary Shelter
Capacity 482

CITRUS HIGH SCHOOL
600 W. Highland Blvd.
Inverness, FL 34452
Phone: 726-2241

Principal: Michael Mullen
Asst. Principal: Leigh Ann Bradshaw
Head Custodian: Charles Souhrada

Directions:
From Inverness US 41 (Main Street), left on Line Street, right on Highlands blvd, school on right.

From Crystal River/Homosassa, Hwy 44 East (Gulf to Lake Hwy. turns into Main Street), right on Montgomery Ave, left on Highlands Blvd., school on left.

Radio room located in cafeteria building on left as you enter front doors, room 006. Antenna coax in ceiling in corner of room, marked with blue dot.

Attachment 11
Citrus High School

Wide area

Detail

Attachment 11
Citrus High School

Attachment 12

INVERNESS PRIMARY SCHOOL
Primary Shelter
Capacity 1280

INVERNESS PRIMARY SCHOOL
206 S. Line Ave.
Inverness, FL 34452
Phone: 726-2632

Principal: Marlisa Bushmann
Asst. Principal: Patricia Douglas
Head Custodian: Roberta Billings

Directions:
From Inverness, Hwy. 44, (Main Street) to Line Ave., turn left, school on right across from Hospital.

From Crystal River, Homosassa, Hwy. 44 East (Gulf to Lake Hwy.), into Inverness, turn right at Line Ave., school on right across from Hospital.

No permanent antenna installed. You will need to bring your own. Room that has been used in the past for ARES is at far end of main hall in room 101-C. There is ladder access to the roof, and you can tape a portable antenna to the vent pipe and run the coax through the roof access cover to your operation station.

Attachment 12
Inverness Primary School

Wide area

Detail

Attachment 12
Inverness Primary School
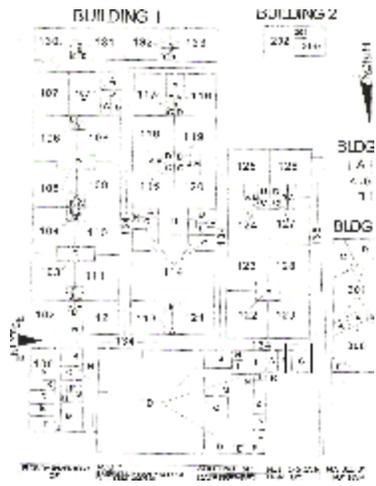
HERNANDO ELEMENTARY SCHOOL
Primary Shelter
Capacity 827

HERNANDO ELEMENTARY SCHOOL
2353 N. Croft Road
Hernando, FL 34442
Phone: 726-1833

Principal: Carol Mainor
Asst. Principal: Belinda Woythaler
Head Custodian: Amos Billings

Directions:
From Inverness, US 41 North (Florida Ave.), left on CR 486 West (Norvell Bryant Hwy.) to Croft Road at signal, turn left, school on left.

From Crystal River, Homosassa, Hwy 44 East (Gulf to Lake Hwy.) to CR 491, left turn at signal, to CR 486 (Norvell Bryant Hwy.) right at signal, to Croft Road, turn right, school on left.

Radio room is Room 131-A. Enter main door, go right down first hall, left at next hall, room 131-A is on the left. Coax is above ceiling tile with blue dot.
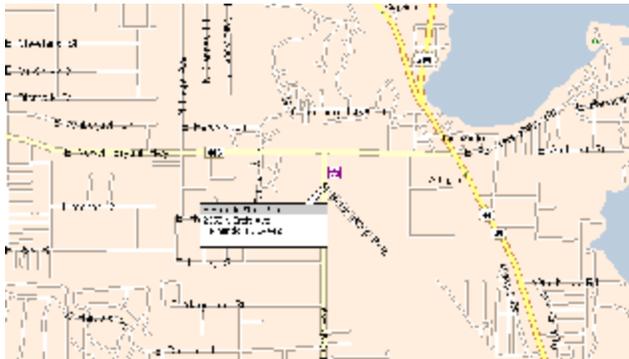
Attachment 13

Hernando Elementary School

Wide area

Detail

Attachment 13
Hernando Elementary School

FLORAL CITY ELEMENTARY SCHOOL
Primary Shelter
Capacity 196

FLORAL CITY ELEMENTARY SCHOOL
8457 E. Marvin Street
Floral City, FL 34436
Phone: 726-1554

Principal: Janet Reed
Asst. Principal: Vicki Lofton
Head Custodian   Terry Gleason

Directions:
From Inverness, US 41 South (Florida Ave.) to the signal at CR 48 East (Orange Ave.). Turn left one block to Old Floral City Rd., turn left one block, school on right.

From Crystal River, Homosassa, Hwy. 44 East (Gulf to Lake Hwy.), through Inverness, continue US 41 South (Florida Ave.) to the signal at CR 48 East (Orange Ave.). Turn left one block to Old Floral City Rd., turn left one block, school on right.

Radio room located in cafeteria, Room 202, in back corner of cafeteria. Coax above ceiling tile in corner.

Attachment 14
Floral City Elementary School

Wide area

Detail

Attachment 14
Floral City Elementary School

WHITLACOOCHEE TECHNICAL INSTITUTE (WTI)
Primary Shelter
Capacity 516

WHITLACOOCHEE TECHNICAL INSTITUTE
1201 W. Main Street
Inverness, FL 34450
Phone: 726-2430

Director: Steve Hand
Asst. Director:Lucky Lewis
Asst. Director:Jimmie Bryant
Asst. Director:Sam Stiteler
Head Custodian: Curtis Jackson

Directions:
From Inverness, Hwy. 44, West (Main Street) to corner of Main Street and Montgomery Ave. across from Kash & Karry, school on left.

From Crystal River, Homosassa, Hwy. 44 East (Gulf to Lake Hwy.), into Inverness, corner of Main Street and Montgomery Ave. across from Kash & Karry, school on right.

No permanent antenna installation at this time. A portable antenna will be needed if school is called as a shelter. Most likely the shelter will be in Building 2 if called for.

Attachment 15
Withlacoochee Technical Institute

Wide area

Detail

Attachment 15
Withlacoochee Technical Institute

Appendix 1

STAFF MEMBERS

ARES District Emergency Coordinator
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Assistant Emergency Coordinator – Technical
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Assistant Emergency Coordinator – Operations
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Assistant Emergency Coordinator - Administration
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Beverly Hills, FL 34465
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E-mail: ?

Appendix 2

SKYWARN

Skywarn Coordinator
Mike Llewellyn
2161 W. Austin Dr.
Citrus Springs, FL 34434
Home: (352) 465-5657
E-mail: ?

Appendix 3

EMERGENCY OPERATIONS CENTER

Location:

       Emergency Management (EOC)
       3425 W. Southern St.
       Lecanto, FL 34461
       (352) 746-6555

Assistant Emergency Management Director
Bob Wesch
1 Dr. Martin Luther King, Jr. Ave.
Inverness, FL 34450-4994
Phone: (352) 726-4488
E-mail: ?

Appendix 4

COMMUNICATIONS NETWORK PLAN

An emergency operating structure for our organization has been adopted and is available from the EC's if needed. Although it represents a fully activated situation, less involved levels of deployment may still utilize some features of this plan to fulfill communication needs. The plan is intended to be used as a management tool by the EC's and his/her AEC's to insure the proper deployment of operators to all needed communication sites, and to estimate the level of manpower needed to cover the situation for its duration. During a long event, shift relief for all operators should be planned so there is no communications lapse at any shelter. Upon reaching a communications point, ARES operators are to immediately check in with the Shelter Manager and, if available, ARC personnel, then establish radio communications with the EOC VHF Net using the 146.955 SHARC repeater, or the alternate 146.775 N4EK repeater if activated.

This net links together all the ARES operators throughout the County with the EOC where the ARC command/control center will be located. ARC personnel will coordinate communications requests through our EOC NCS operator(s) as needed. This network of operators or "Shelter Nets" couples all shelter communication functions to other evacuee management resources. The EOC NCS operator will be located in the EOC.

Appendix 5

PHONE CALL-UP TREE

APPENDIX 6

MEMBERSHIP APPLICATION

See Next Two Pages

?

ARES
of
Citrus County, FL

?Name: _____   _____   _____
              Last   First   Middle Initial

Address: _____   City: __   Zip: __

Home Phone: __   Work Phone: __   Cell Ph.: _

Amateur Radio Call Sign: _____   License Class: _____

E-mail Address: _____
?

The following information is required by the Citrus County Emergency Management for the issuance of the ARES identification card.

Date of Birth: ___/_____/_____   Sex: M F   Weight: _

Color of Hair: __   Color of Eyes: _____

By signing this application, I understand that the ARES organization of Citrus County, Fl., requires dual membership in ARES. The acceptance into ARES is by approval of the Co-Chairmen of the ARES organization of Citrus County and by approval of the Citrus County Emergency Management.

± _____/_____/_____
_____Applicant's Signature   Date

?

Please complete the following questionnaire and submit with the ARES application.

1. What equipment do you have available to participate in ARES:
    a. 2 Meter equipment
        i. Hand held   Y   N
        ii.   Base   Y   N
        iii.   Portable   Y   N
        iv.   Mobile Y   N

    b. HF equipment
        i. Base   Y   N
        ii.   Portable   Y   N
        iii.   Mobile Y   N

    c. Antennas
        i. Fixed   HF   VHF
        ii.   Portable   HF   VHF
        iii.   Mobile HF   VHF

    d. Power
        i. Battery (mobile)   Y N
        ii.   Generator   Y N

2. Would you be available to:
        i. Go to an emergency/field site   Y   N
        ii.   Go to an evacuation center   Y   N

3. Do you have your own transportation   Y   N

4. Do you have other equipment that might be useful for emergency communications? _____

    _____

    _____

5. Comments: _____

    _____

Signature: _____   Date: _____/_____/_____

APPENDIX 7

ARES of Citrus County
Net Control Emergency Operation Log

Event Name:_____

Started: Date:_____/_____/_____ Time:

Secured: Date:_____/_____/_____ Time:

Call	Operator Name	Assignment	Time In	Time Out	Comments

APPENDIX 8

WEEKLY NET SCRIPT

ARES Weekly Net
Net Control Station (NCS) Format

"This is (*call sign*). My name is (*Name*). I am located in (*City/Town*).

"I will be calling the Citrus County ARES Net this evening. This is a directed net convened for the purpose of furthering emergency communications ?expertise, training, and for informing members of ARES activities. Checking into this net will also ensure that your radio equipment is working properly.   Net control will always break for Emergency Traffic, please use double "BREAK" if you have an emergency."

(Courtesy Beep)
"You do not need to belong to a Local Amateur Radio Club or the American Radio Relay League to participate in or support ARES emergency communications."

(Courtesy Beep)
"This net meets every Wednesday evening at 1900 hours Local Time on the" _____(N4EK or W4IIR)
"repeater in Citrus County, on a frequency of" _____(146.775 MHz or 146.955 MHz).

(Beep)
"Are there any short time or mobile ARES stations wishing to check in at this time?"

(Beep)
"Is there any traffic to be passed?'

(Beep)
"Do we have any stations with announcements, bulletins, or news of general interest to the net?"
(*log calls as necessary and acknowledge*)

(Beep)
(*Ask if announcement can be held until after check -ins)...(Announcements, etc., can be here or AFTER the check in stations)*

"This net will operate with a check-in system. Please wait until your call suffixes group is called before checking in. When you check-in, please give your call and name. At this time, I will take ARES stations that wish to check in with call suffixes beginning with A thru G",…*(log call, name)...*
"I will take ARES stations that wish to check in with call suffixes beginning with H thru O",… *(log call, name)...*
"I will take ARES stations that wish to check in with call suffixes beginning with P thru Z" *(log call, name)...*

(Go back to station(s) that had announcements/bulletins. After all announcements/bulletins have been presented, re-call check -in stations one at a time for any comments, or further information.)
(Beep)

(After all check-in stations have been poled)
"Are there any other stations wishing to check in with the Citrus County ARES Net members or otherwise?"

(Beep)
(*Log stations and acknowledge calls if any*)
"Next Wednesday, this net will be held on the frequency of _____(146.775 or 146.955) at 19:00 hours Local Time. All are invited to join us."

(Beep)

"If you are interested in becoming an ARES member please contact this Net Control Station (*Your Call sign & Phone #)* or the either ARES Emergency Coordinator WA6QFC, Jerry Dixon, 465-8179, or WE4R, Bob Morhard, 746-7378, or visit our web site at…"
"Are there any comments, or anything we can do for anybody before I close the net? (wait)
Hearing nothing further, I will now close the Net at (*Time*). Thank you all for checking in."

"This is (*Your Call*) ARES Net Control returning this repeater to routine use."

"(*Your Call*) is clear. 73 and good night all."

This is just a guide... just follow the basic outline and every thing should go smoothly.

A few hints:

1. Ask the stations to give their Call signs Slowly, Clearly, and phonetically, so that you may copy the call correctly. You can split the suffixes any way you are comfortable with for check-ins at present we seem to have more in the first half of the alphabet.

2. You are the Net Control Station. All queries should be directed to you, so that you may handle them and ask the appropriate station(s) to respond. This cuts down on the unneeded traffic.

The repeater guide is as follows:

N4EK repeater:
146.775 Mhz -600 kHz offset
CTCSS tone 146.2 Hz

W4IIR repeater:
146.955 MHz -600 kHz offset

APPENDIX 9

MINIGRAMS

ARES MINIGRAMS

During an emergency that requires the County to activate the ARES organization to support communications between field locations and the EOC, most communications will be handled as simple verbal request and answers. Items such as client count, names of personnel in charge or even what the weather is like.

On occasion, the person in charge of the field location, shelter or EOC, will need to make a "formal" request, such as asking for more volunteers at a field location, or more food or medical supplies. This type of request will need a formal written document with "signature" of the recognized person in charge of the location. After delivery, the original written message will be kept by the ARES operator and will be given to Emergency Management after the event is over so review, or verification, if needed, can be done.

The originator of the message needs to fill out a Minigram form (below) which will be available from the ARES operator. The originator does not fill in the boxes, they only fill in the "TO:" (name of person addressed to), telephone number if appropriate, text of message (each form is limited to 25 words, if more is needed, they tell the ARES operator), and their name as the "SIGNATURE". One odd thing with messages, as you will see in the sample on the next page, is we do not use a period at the end of a sentence; we use an "X" instead. If the originator needs help, they need to ask the ARES operator to assist in filling in the form. The operator will not make up the text of the message, we will send ONLY what you write.

All messages will be sent as PRIORITY, also all of these messages will request an answer back to you from the addressee unless you request otherwise.

Here is a sample message showing how the requester, would fill out (**bold type**) the form:

?

The ARES operator will then fill in the boxes on the top:

      NUMBER - He will give the message a number from his own system
      PRECEDENCE - A "P" for priority
      HX - In this case an "E" which request a reply back
      STN OF ORGIN - The operators' amateur call sign
      CHECK – Number of words in message
      PLACE OF ORGIN – In this case "Lecanto Middle School"
      TIME FILED – Time message is given to operator in local "military" time
      DATE – Such as Aug. 14, 2005

When the message reads as originator wants, the ARES operator will contact the EOC, as in the case of the sample message, and deliver it, <u>word for word</u>, via radio. When the reply is ready from the EOC, that operator will contact the field location operator and deliver a message back to him, who will then deliver to you, the originator, a hand written return message.

This system is for formal request/information that may need to be tracked at a later date, or to verify the typical "who, what, why when and where".

RADIOGRAM

NUMBER	PRECEDENCE	HX	STN OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE

TO:

TELEPHONE NO:

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

SIGNATURE:

_____

RADIOGRAM

NUMBER	PRECEDENCE	HX	STN OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE

TO:

TELEPHONE NO:

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

SIGNATURE:

_____

APPENDIX 10

FORMAL NATION TRAFFIC SYSTEM MESSAGE FORM
For Out Of Area Welfare Messages

See Next Page

AMATEUR RADIO DISASTER WELFARE MESSAGE

Number	Precedence W	HX	Station of Origin	Check ARL	Place of Origin	Time filed	

Message Receipt Or Delivery Information
Operator and Station _____
?Sent To _____
Delivered To _____
Date _____ Time _____

lephone Number

(CIRCLE NOT MORE THAN TWO STANDARD TEXTS FROM LIST BELOW)

L ONE Everyone safe here. Please don't worry.
L TWO Coming home as soon as possible.
L THREE Am in _____ hospital. Receiving excellent care and recoverin g fine.
L FOUR Only slight property damage here. Do not be concerned about disaster reports.
L FIVE Am moving to new location. Send no further mail or communications. Will inform you of new address when relocated.
L SIX Will contact you as soon as possible.
L SIXTY FOUR Arrived safety at _____ .

Time	Date	Telephone	Signature	

THE AMERICAN RADIO RELAY LEAGUE
RADIOGRAM
VIA AMATEUR RADIO

Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	

This Radio Message Was Received At
?Amateur Station _____ Phone _____
Name _____
Street Address _____
City and State _____

phone Number

From	Date	Time	To	Date	T
REC'D			**SENT**		

This message was handled free of charge by a licensed Amateur Radio Operator whose address is shown in the box at right above. As such messages are handled solely for the pleasure of operating. No com-pensation can be accepted by a "Ham" operator. A return message may be filed with the "Ham" delivering this message to you. Further infor-mation on Amateur Radio may be obtained from A.R.R.L. Headquarters 225 Main Street, Newington, CT 06111

The American Radio Relay League, Inc., is the national r of licensed radio amateurs and the publishers of QST Ma functions is promotion of the public service communicatio operators to that end. The League has organized the Na System for daily nationwide message handling.

O-244 (1/04)

APPENDIX 11

JUMP KIT, GO KIT

The following are suggestion/recommendation items that you should take with you when you report to a shelter/evacuation site. Your personal needs are only known to you, but these items should make your stay at a site a little more comfortable. The things you should have ready is sometimes refereed to as a "jump kit" or a "go-kit". You may not be able to return to your vehicle during an emergency, be sure to pack your kit into a case you can carry into the shelter. Once a storm is upon you, you will not be allowed to go outside and get a battery or your medication. If you take a large car type battery for your rig, also take along a hand held. Use the hand held to monitor net control and only use your larger wattage rig when making contacts with the EOC or other shelter. Remember that the repeater could fail and you will need the higher power to contact net control on simplex.

ARES identification card
Medications you may need
Two meter radio (25 Watts or better) for communications (also take the manual!)
AC power supply and extension cords
Heavy duty battery power supply (commercial power may not be available)
Plenty of extra batteries if you use a hand held transceiver
Extra portable/mobile antenna and coax (an antenna with gain being best), various connectors
Writing pen/pencil
Message forms, Shelter Report Forms (See Handbook Appendix 9 and 12)
Writing tablet
Spare pair of eye glasses
Sleeping bag/blanket
Pillow

Shelters will normally have a good supply of food and water, that's why their shelters. If you have special food needs, such as low fat or low salt, you should take some non-perishable meals with you.

If you volunteer for deployment to assist other counties that need ARES support, make sure you take enough extra supplies to accommodate the time period. Additional items for long term deployment could include the following:

You will need a State issued "tracking" number for out of county assignment
Personal water for drinking
Cooler with food supply (Take canned or non-perishable packaged foods that do not need
        additional water, most likely there will not be ice where you are going)
Paper plates, eating utensils
Flashlight
Change of clothes
Personal hygiene items

APPENDIX 12

SHELTER REPORT

SHELTER HOURLY REPORTING

Shelter Name: _____

Shelter Manager: _____

TIME __
DATE: __
Client Count: ___
Other Info: _____

TIME __
DATE: __
Client Count: ___
Other Info: _____

TIME __
DATE: __
Client Count: ___
Other Info: _____

TIME __
DATE: __
Client Count: ___
Other Info: _____

TIME __
DATE: __
Client Count: ___
Other Info: _____

TIME __
DATE: __
Client Count: ___
Other Info: _____