



*Marion County Florida ARES*

# *Emergency Plan*



RON VIOLA, KS4SW, EMERGENCY COORDINATOR

EFFECTIVE 3 JUNE 2019

**THIS PLAN SUPERCEDES ALL PREVIOUS EDITIONS**

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## VOLUME I

### I. INTRODUCTION TO MARION COUNTY FLORIDA ARES

- 1.1 The Marion County Amateur Radio Emergency Service (ARES) is composed of amateurs who have voluntarily registered their capabilities and equipment for public service communications duty with the Marion County ARRL Emergency Coordinator (EC) through ARES Connect and the Marion County ARES website, [aresmcfll.org](http://aresmcfll.org)
- 1.2 Under Federal regulations, the contents of messages handled by amateur radio are not divulged to unauthorized persons and such public service communications are furnished without compensation of any kind.
- 1.3 The Marion County ARES functions under this emergency plan under the direction of the Marion County Emergency Coordinator (EC), who is appointed by the North Florida ARRL Section Emergency Coordinator, (SEC),
- 1.4 The EC may appoint Assistant ECs (AEC) sufficient to function effectively.
- 1.5 In the event the EC is not present within the county to implement this plan during any period of emergency, the assistant EC designated as “In charge” may implement this plan until either the emergency is over, or the EC returns.
- 1.6 Marion County Emergency Radio Team, (MERT), will monitor 146.610 or other frequencies as designated on the ICS 205a communications plan and the current MERT plan.
- 1.7 Due to the history of different support organizations in Marion County, there are parts of the plan that will be ARES specific, MERT specific, hospital plan (HICS) specific and another agency specific. Marion County is unique in its management of EmComm, so the normal ARES information has been modified to meet these requirements.
- 1.8 In the event of a conflict or omission in this manual, further guidance will be obtained from the SEC, ASEC or the NFL Section Emergency Plan. All ARES members should have the NFLSEP printed or readily available as a supplement to the plan for Marion County.
- 1.9 **Marion County SkyWarn** will operate under the direction of the Marion County EC and SkyWarn coordinator. It will command the same support from Silver Springs Radio Club as ARES. The designated SkyWarn frequency is 146.610. Activation of SkyWarn during a declared event for ARES or MERT will be on this repeater, then may be moved off frequency as designated in the current ICS 205a in effect at that time for other tactical traffic.
- 1.10 **Marion County alignment with NIMS**  
The National Incident Management System (NIMS) provided by the U.S. Department of Homeland Security sets the expectation that emergency responders organize according to a national standard making it possible for all participants to work together in all aspects of an incident. Consequently, All ARES members will be National Incident Management System (NIMS) Compliant and the leadership will adopt an organizational

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structure with minimum training standards, credentialing, and other required NIMS standards. See APPENDIX V DRILLS AND TRAINING for NIMS COURSES

1.11 **ARES Connect**

All ARES members will be registered in [ARES Connect](https://aresmcfl.org). See ARESMCFL.ORG for link.

1.12 **Marion County Hospital Emergency Communications Team** procedures to be included in Volume II

1.13 **MERT** procedures to be included in Volume III

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## II. PURPOSE

2.1 The purpose of this plan is to provide a written guide containing the minimum information that would be needed in an emergency. Each emergency is different, and flexibility to provide an adequate response to each is a necessity.

2.2 The primary responsibility of the Marion County ARES is to furnish emergency communications in the event of natural or man-made disasters, when regular communications fail or are inadequate; to provide backup assistance to Marion County hospitals, MERT and shelters; to be available for deployment in or out of state upon request of officials

2.3 All drills, training and instruction shall be carried out to ensure readiness to respond quickly in providing effective amateur emergency communications whenever an occasion may arise. Preferred training method includes all ham radio support teams training together and related online courses for NIMS and ARRL.

2.4 The following agencies should be served during a communications emergency: American Red Cross, Marion County hospitals, city and county fire departments and EMS, city police departments, Salvation Army or any other agency requesting assistance. MERT will take care of staffing the shelters.

2.5 **Points of Distribution (PODS)**, when activated may be manned by either ARES or MERT personnel, depending on availability. Hospitals are manned and operated HEC, (Hospital Emergency Communications Group). The operators are badged and vetted by the hospitals. The operations at the hospitals will conform to the Hospital Incident Command System (HICS) and any ARES members called from Marion County or outside counties will be trained in hospital communications prior to deployment. Vetting and HIPPA training are required and may be accomplished on the spot. See Volume II when completed.

2.5 This plan will work in conjunction with the Northern Florida Section Emergency Plan currently in effect. Mutual cooperation and coordination are necessary for the mission and success of this Plan.

## III. ACTIVATING THE PLAN

3.1 Any member of Marion County ARES, who for any reason whatsoever, suspects a communications emergency or SkyWarn event exists should monitor the Ocala primary repeater, 146.610. In the event this Ocala repeater is off the air, ARES members should monitor the simplex frequency for this repeater (146.610) or operate in accordance with (IAW) the ICS 205a listed in this manual and will complete the

3.2 **SkyWarn activation for the repeater. The command sequence and code to activate the SkyWarn function on the repeater is: PTT, then enter ABACAB and release the PTT. The repeater will answer with a different tone and announcement. To return, enter ABACAA and the regular announcement will come on. IT WILL NOT WORK WITH RADIOS WITHOUT THE A B C D keys on them.** For ICOM radios that have the HM-133 or similar mic, make sure you push the DTMF key first and it lights up before you enter anything else.

3.3 If local telephone service is available, the EC or AECs should be notified by telephone. See <http://aresmcf.org/roster> for most current list.

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3.4 In an emergency in which amateur radio might serve the community, amateur radio operators may be alerted by any city, county, or similar official notifying the EC or any of his designated assistant emergency coordinators in the event of the EC's absence. Amateur radio operators should never proceed to the scene of the disaster without prior request or notification from an official of any of the above agencies, or as directed by the EC. Deployment or assistance to MERT will require a Constellation number and a background check by the served agency.

3.5 Communications with the EOC/MERT will be made primarily on ICS-213 via WINLINK with the exception of emergencies such as life, limb or property. See ICS205a for simplex plan.

**3.6 EMERGENCY TRAFFIC WILL TAKE PRECEDENCE OVER ALL OTHER COMMUNICATIONS AND MAY BE MADE VIA THE MOST EXPEDIENT METHOD AND FREQUENCY AVAILABLE, PRIMARY FOR EMERGENCY TRAFFIC WILL BE 146.610 AND IF POSSIBLE, MOVED OFF TO ARES TAC 1, 2 OR 3.**

#### **IV. ARES MOBILIZATION PROCEDURE & DEPLOYMENTS**

4.1 Local broadcast stations will be contacted by the EC or his representative, if possible, for spot announcements alerting ARES members.

4.2 Upon awareness or notification that a communications emergency exists, members of the Marion County ARES will call into the Marion County ARES Net on 146.610. If this repeater is inoperable, the net will meet as defined on the ICS 205a for further net information.

4.3 Telephone tree concept WILL be utilized. The EC will notify the AEC, who will then notify the other AECs. They will in turn contact the ARES members that they are designated to contact. Primary ARES notification will be "on-the-air".

4.4 The EC, upon declaring a communications emergency, will delegate Net Control to the AEC in charge of VHF emergency communications who will establish an operating net from the Silver Springs Radio Club (SSRC) club site facility if possible, or from any other location designated by the EC in its place. (e.g. ARES Trailer, Perry Field, etc.)

4.5 When necessary, the EC will request net assistance from a designated AEC so assigned, or from anyone else available and so equipped, in the former's absence.

4.6 When necessary, the EC will request the AEC in charge of VHF communications to activate a second VHF operating position at the club site facility to provide inter-county and intra-district emergency communications.

4.7 MERT is integrated with the MCSO. In the event further amateur assistance is required, the MCSO official will request assistance from the EC as outlined in the North Florida Section Emergency Plan in the "Deployment Scenarios" section

4.8 ARES will operate in Marion County primarily on 146.610 or on other designated frequencies per ICS 205a. 146.610 will be used as a general hailing frequency, with ARES acting as the NCS, and used to make contacts with served agencies, and then they will be moved off to another frequency, including simplex. MERT

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will operate pursuant to its own guidelines. MERT is the primary agency to serve the Marion County Sheriff's Office Bureau of Emergency Management and will operate as such.

4.9 The Silver Springs Radio Club, (SSRC), upon approval of its Board of Directors who concur with this emergency plan, agree to provide club-owned facilities & equipment to support emergency communications in the following manner:

A. To provide an HF station at the club site facility, (Green Clover Hall, Perry Field Station, etc.) to be operated and controlled by the Station Manager and/or the AEC in charge of providing a low-band traffic point.

B. To provide no fewer than two 2-meter operating positions (additional radios will need to be brought with the operator) at the club site facility, which will be tasked to perform the following missions:

1. The first VHF mission will be to provide an NCS for all VHF communications within Marion County for any emergency needs.

2. The second VHF station shall be provided for the purpose of providing inter-county and inter-district communications, to meet the west central Florida district emergency on D-Star, Ref 046 or per ICS 205a

3. Operation of both VHF facilities will be under the direct chain of command of the ARES division of the ARRL, with ultimate operations control being delegated to an AEC in charge of VHF communications.

C. The K4GSO repeater on 146.610 will be available for emergency communications at any time at the discretion of the Emergency Coordinator, as specified in the current SSRC by-laws.

D. A spare repeater and necessary equipment will be made available to ARES EC or AEC if not required for immediate use or replacement of primary repeater and will be made available for ARES upon activation for use inside or outside the county. It will not be loaned to other clubs or entities in any disaster area **unless prior approved by the SSRC BOD** and will be constantly in the custody and control of Marion County ARES until no longer needed or deployment ends. Upon return from the field, it will be reprogrammed as it was prior to deployment and returned to its' designed location (Piston Range tower site).

4.10 Other private stations with emergency power will be deployed as the mission requires under the direction of the EC or designated AEC.

4.11 Primary and secondary operators must not only maintain the same equipment as outlined but are also required to develop simultaneous dual channel capability on VHF, UHF and D-Star, if needed.

4.12 Shelter operators will be deployed as designated by the MERT staff under the direction of MCSO.



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## V. DUTIES OF THE NET CONTROL STATION

5.1 The **Marion County ARES Net** will be called to order by either the EC or an AEC who is designated in charge in the event of the ECs absence.

5.2 Marion County **ARES members** are checked into the net from their base or mobile stations to await further instructions. Base stations, upon checking in, should also indicate their emergency power capability.

5.3 **Mobile liaison stations** will be assigned to any or all of the following if required:

- a. Municipal police departments
- b. Hospitals (See section 2.4 above - HEC)
- c. Salvation Army
- d. City and county fire departments and EMS
- e. Specific disaster scenes
- f. American Red Cross

5.4 **Liaison stations** with two-way radio capability will be assigned to any or all of the following nets and/or frequencies, except those being specifically covered by the HF station at the K4GSO club site facility (See 205a for county plan)

a	North Florida ARES Net	3.950
b	Florida Phone Traffic Net	3.940
c	Florida Midday Traffic Net	7.427
d	All-Florida CW Net (QFN)	3.651
e	Intercontinental Amateur Traffic Net	14.300
f	Maritime Mobile Service Net	14.300
g	Hurricane Watch Net	14.325
h	Gulf Coast Hurricane Net	3.935

5.5 **Stations not specifically assigned** to the frequencies listed in 5.4 above should also monitor local radio and TV stations in addition to local ARES net on 146.610, if able to do so, or as specified on ICS 205a

5.6 **Operators acting as NCS** need to know how to handle both ARRL and ICS 213 traffic. There is an ICS 213 NIMS compliant form in Appendix E of the North Florida ARES Plan.

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## VI. OPERATIONS

6.1 **All written message traffic** must be in standard ARRL format, except when communications are of a tactical nature and will be logged at both stations as to content. Use of ICS 213, 214, 309 and other forms should be used and promoted as much as possible.

6.1a **Communications to the EOC** are requested to be in the form of a ***written and transmitted*** ICS 213. To facilitate this, it will be accomplished by either D-RATS, HF or VHF Winlink. Please advise their point of contact via voice that a message has been transmitted. The use of the form template in RMS Express or D-Rats is the required method. As stated elsewhere, voice traffic will be utilized for emergencies. They are defined as incidents that involve risk to life, limb or property or where public safety is involved. **Rules of paragraph 3.6 take precedence.**

6.2 **Written messages must be signed** by the person who originates them with his title, who takes responsibility for their contents. (NIMS)

6.3 **Message precedencies** of EMERGENCY, PRIORITY, WELFARE AND ROUTINE, as defined by the National Traffic System. See North Florida Plan, Appendix E.

6.4 **In a LEVEL I** (full emergency), (see 6.5 below), VHF 2-meter stations do not transmit unless invited to do so by net control. No station shall communicate directly with any other station without first obtaining clearance from the NCS.

There will be two exceptions to this rule:

a. Sheriff's comm center station (MERT) may activate on frequency and communicate with any other station in the net for emergency or priority traffic without NCS clearance.

b. Civil preparedness HQ station may activate on frequency and call any other station without NCS clearance.

6.5 **Uniform LEVELS OF ACTIVATION** system described in the NFLSEP, common in application to both FL ARRL sections which specifies: (Taken directly from NFLSEP and modified for Marion County.)

## VII. DRILLS, TESTS AND ALERTS

7.1 **An annual test** will be conducted once each year during October (or any other ARRL designated month) in conjunction with the nationwide simulated emergency test (SET) sponsored by the ARRL.

7.2 The Marion County **ARES and Skywarn Net** meets each Wednesday at 7:30 PM Local on 146.610 or as specified on the ICS 205a.

7.3 ARES members will participate in no less than **annual drills** with both MERT and the hospital teams in Marion County to hone communications skills.

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## VIII. Levels of Activation

8.1 **No Alert** is the normal situation for Ham Radio communications. No state of alert or emergency exists. When a disaster strikes or threatens any Northern Florida community, affected ECs and ASEC may declare any of four levels of alert of their organization:

8.2 **Level III -Monitoring Phase** notifies ARES operators in a specified area (such as a County or District) or functional unit (such as a net) that their services may be needed on short notice in the next 24-48 hours. It is typically issued by the SEC or, occasionally by ASEC, or EC. The alert may apply to the entire Section or to specific Districts or Counties. Omission of any area does not prohibit others from taking appropriate precautionary steps. The SEC usually does not issue a follow-up order raising the alert level but leaves that step to the ECs or ASEC in the affected areas.

1. The declaration of Level III Monitoring Phase signals ASEC to alert ECs, "deployment team" coordinators, Net Managers, and other key emergency communications officials to prepare for short-notice calls. All ARES personnel in the alerted Districts or Counties should monitor designated net frequencies and keep closely in touch. Marion County ARES will meet on 146.610 or as specified on ICS 205a
2. ARES operators who are alerted should prepare to be in route to duty posts within two hours or less of being assigned. Preparations may include updating "go-kits," arranging to take time off from work, fueling vehicles and power generators, charging batteries, obtaining stocks of expendable batteries and testing emergency-related portable equipment
3. Nets operating in Level III Monitoring Phase customarily run ad hoc (i.e., they are not directed.) Radio operators and officials should monitor the appropriate frequencies for information and for possible increases in or cancellation of the alert status. See the 205a for Marion County.

8.3 **Level II Partial Activation** is descriptive of operational status. It is usually issued by ASEC or ECs and designates nets, Gateway activations; jump teams, and such, to perform specific tasks. The alert level becomes Partial Activation in a County or District when specific duty posts are staffed and become operational. A net typically "goes Partial Activated" when a net control operator opens the net.

1. An ASEC may place the District or local nets or other operating units (such as a deployment team or County EOC ARES staff on Partial Activated alert. Most emergencies, even severe ones, can be handled without ever going beyond Activated.

8.4 **Level I Full activation** is the highest possible level of alert in an emergency communications operation. It is useful for maintaining tight control over HF circuits where heavy traffic and large numbers of stations may increase channel load on nets.

1. When distress traffic is being handled on any emergency net or frequency, the activated level is automatically Level I Operational and remains so until all distress traffic has been cleared. Full Scale Activation can be declared at the Section level only by the SM.

8.5 **Full Scale Activation** is declared by issuance of a Priority bulletin to be transmitted on all active net frequencies. It applies solely to nets and geographic areas designated in the formal order. A District EC can put the District on Full Scale by declaration, but the SEC or SM must be notified in advance or, if this is not possible, as soon as possible after taking the action.

1. The Full-Scale Activation bulletin specifies the date and time the activation operation is to begin. It should designate the net or nets and/or the geographic area (County or Counties, District or Districts, Section, etc.) to

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which it will apply. Nets or areas NOT designated in the bulletin will continue at whatever level of alert prevailed before the Full-Scale Activation.

8.5 **Stand Down Phase** authorizes ASEC and ECs to begin the stand-down phase of the activation. Stand Down is permissive only; it does not require that operations be shut down in the specified area. It simply advises the designated ASEC and/or ECs that no apparent reasons exist for continuing operation unless they have local requirements. The ASEC and EC then may reduce operating hours, restrict operations or close down designated nets as the emergency passes and traffic loads subside.

1. Only the SEC or SM may declare a Stand Down Phase for a Section net or for a District net when more than one District is involved in the emergency operation.
2. The ASEC can declare a Stand Down Phase in the District net if the emergency operation involves the District and no Section net is in operation.
3. Any portion of the NFL Section Plan can be activated in support of any incident in the State of Florida and/or whenever the FLEOC is activated, and specifically when mid-state relay is necessary to support operators in other ARRL sections requiring relay to/from the FEOC.

## **IX Operational Deployment**

### **9.1 Vetting by Local and State Agencies**

Volunteers in many areas are being more highly scrutinized these days. This ranges from general or criminal background checks through financial (credit scores, etc.) and personal character references. Many people (not just hams) who have nothing to hide look upon this as a form of invasion of privacy. In most cases however, the maximum degree of vetting for ARES participation is a criminal background check.

9.2 **Official deployment** requires you to provide your Florida Driver's License ID number when registering in the Northern Florida Section Database. Joining the database does not trigger any form of background check. Those who are concerned should realize however, that background checks can be made by the State without permission and that there may be a background check made without an individual's knowledge prior to an actual deployment they agree to perform. **See section regarding ARES Connect.**

9.3 **Deployment for emergencies** directed by the Northern Florida Section will not be authorized unless the amateur radio operator has voluntarily submitted the necessary information to be officially listed in and ARES Connect. This is the only way the section can maintain a list of those willing and able to meet the needs of a deployment mission. Once the call for help comes in, it is too late to accomplish the pre-vetting necessary to determine who can commit to a deployment. ARES Connect allows us to get ahead of the storm.

9.4 **Protection of volunteers** who provide service to the state and its political subdivisions is a complex tour involving several Florida statutes. They can be found at the following website.

[http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URmunL=Ch0252/ch0252.htm](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URmunL=Ch0252/ch0252.htm)

Generally, volunteers are covered for liability under the Florida Volunteer Protection Act, FSS 768.1355. The amateur radio operator should always act in a manner that is consistent with commonly accepted good practices for amateur radio operations and FCC rules and regulations and operate in "good faith" within the scope of their duties. Acting with wanton or willful misconduct, exceeding your scope of work exempts this protection.

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Workers Compensation, meals, lodging and other benefits are enumerated under Volunteer Benefits, FSS 125.9504

## **X. FORMS**

10.1 The ICS 205a listed in this manual is for planning purposes and will be the default plan, should no others be developed for the specific event. Other served agencies will operate on simplex frequencies should the situation warrant. If needed and available, additional repeaters will be put in service. Other forms are listed in this section for use and to be able to copy or print as required. Please note, these forms are NIMS compliant forms designated for use of Marion County Florida ARES.

## ICS 205a MODIFIED FOR MARION COUNTY ARES

1. MARION COUNTY FL COMMUNICATIONS LIST (ICS 205A) Incident Name:		2. Operational Period:		Date From:	Date To:	Time From:	Time To:	
<b>3. Basic Local Communications Information:</b>								
AGENCY	TACT CALL	FUNC	FREQ	PRI	PL	+ / -	MODE	COMMENTS
ARES PRIMARY	K4GSO/NET CONTROL	ALL	146.610	P	123	-	A	ARES
ARES TACTICAL	ARES TAC 1	ALL	146.400	S			A	ARES TACTICAL
ARES TACTICAL	ARES TAC 2	ALL	146.535	S			A	ARES TACTICAL
ARES TACTICAL	ARES TAC 3	ALL	146.550	S			A	ARES TACTICAL
SKYWARN	NET CONTROL	ALL	146.610	P	123	-	A	
SILVER SPGS R C	SSRC		146.610	P	123	-	A	SSRC
RED CROSS	RED CROSS	RED CROSS	146.610	P	123	-	A	
HOSPITAL PRIMARY	HOSPITAL INCIDENT COMMMAND	HOSPITALS	145.270	P	123	-	A	
HOSPITAL SIMPLEX	HOSPITAL 1	HOSPITALS	147.440	S			DV	
HOSPITAL SIMPLEX	HOSPITAL 2	HOSPITALS	147.460	S			DV	
CERT REPEATER		CERT	145.330	P	123	-	A	CERT
MERT	KK4DFC-V	SHELTERS/EOC	146.790	P			DV	PRIMARY CALL IN FREQ
MERT	KK4DFC-V	SHELTERS/EOC	146.790	P			DRATS	ASK PERMISSION FROM NC B4 SENDING DRATS
MERT	KG4NXO-V	SHELTERS/EOC	145.170	P			DV	DSTAR
MERT	KG4NXO-U	MERT/EOC	443.875	P			DV	REF 37C
SIMPLEX	NE AND NW MARION COUNTY	ALL	146.420				DV	NE AND NW MARION COUNTY
SIMPLEX	SE MARION COUNTY	ALL	146.440				DV	SE MARION COUNTY
SIMPLEX	SW MARION COUNTY	ALL	146.460				DV	SW MARION COUNTY
SIMPLEX	COUNTY WIDE	ALL	146.460				A	COUNTY WIDE
SIMPLEX	COUNTY WIDE	ALL	146.535				A	COUNTY WIDE
SIMPLEX	COUNTY WIDE	ALL	146.550				A	COUNTY WIDE
ANTHONY	KA4WJA	ALL	146.970			-	A	ANTHONY

**EFFECTIVE 28 JUL 2020  
PREVIOUS EDITIONS ARE OBSOLETE**

1. MARION COUNTY FL COMMUNICATIONS LIST (ICS 205A) Incident Name:			2. Operational Period:				Date From:	Date To:	Time From:	Time To:
OCALA	K2ADA		147.210				FUSN		OCALA	
SUMMERFIELD	W4OE		146.925		123	-	A		SUMMERFIELD	
THE VILLAGES	K4VRC		443.225		123	-	A		THE VILLAGES	
THE VILLAGES	KJ4AN		147.030		123	+	A		THE VILLAGES	
VHF WINLINK	KG4NXO-7	ALIAS OCALA	145.030						DIGIPEATER	
VHF WINLINK	W2SRP-7	ALIAS AHO	145.630						DIGIPEATER	
VHF WINLINK	KG4NXO-10	EOC CENTER	145.630						GATEWAY	
VHF WINLINK	K4LSB-10	SLVR SPGS NE	145.630						GATEWAY	
VHF WINLINK	K4PWE-10	ALACHUA CO N	145.630						GATEWAY	
VHF WINLINK	KI4UYM-10	SLVR SPGS NE	145.630						GATEWAY	
VHF WINLINK	W3HII-10	WIERSDALE SE	145.030						GATEWAY	
ARES EMERG NET		HF	3950.000						ALT 7242.000	
GULF COAST HURRICANE NET		HF	3935.000							
SARNET	CLERMONT		444.975		103.5					
SARNET	GAINESVILLE		444.925		123.0					
SARNET	JACKSONVILLE		444.700		127.3					
SARNET	OCALA		444.025		123.0					
EMERGENCY COORDINATOR		RON VIOLA, KS4SW	352-239-5851							
ASSISTANT EMERG. COORDINATOR 1		CARL BERRY, KC5CMX	352-233-8663							
ASSISTANT EMERG. COORDINATOR 2		ROGER STALEY, K4ZFW	352-427-3437							
AEC PUBLIC INFORMATION		BRIAN PURDY, W3AVR	352-817-3679							
HOSPITALS		DAVE WELKER, W2SRP	352-489-1378							
AEC MERT		CHUCK RICHARDS, KM4FKN	301-706-6745		MERT LEADER					
SKYWARN COORDINATOR		RON VIOLA, KS4SW	352-239-5851							
AEC TECHNICAL		MIKE CONDON, W9MNC	352-631-9895							
AEC THE VILLAGES		LEON JURCZUSZYN	352-451-0477							

1. MARION COUNTY FL COMMUNICATIONS LIST (ICS 205A) Incident Name:		2. Operational Period:	Date From: Time From:	Date To: Time To:
MERT RADIO ROOM	AREA CODE 352		352-369-8194	
MRMC RADIO ROOM	AREA CODE 352		351-7200 X 2100	
OCALA REGIONAL MED CENTER			352-401-1000	ASK FOR INCIDENT COMMAND OR ADMIN CONFERENCE ROOM
TIMBER RIDGE EMERG DEPARTMENT			352-867-8181	ASK FOR SECURITY GUARD OR HEAD NURSE
WEST MARION			352-291-3000	ASK FOR SECURITY GUARD OR HEAD NURSE

4. Prepared by	CARL BERRY	Position/Title: MARION COUNTY ARES ASSISTANT EMERGENCY COORDINATOR	Signature: <u>Carl R. Berry</u> KC5CMX
ICS 205A	IAP Page	Date/Time:	



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## ICS 205A

### Communications List

**Purpose.** The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

**Preparation.** The ICS 205A can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

**Distribution.** The ICS 205A is distributed within the ICS organization by the Communications Unit, and posted as necessary. All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

#### Notes:

- The ICS 205A is an optional part of the Incident Action Plan (IAP).
- This optional form is used in conjunction with the ICS 205.
- If additional pages are needed, use a blank ICS 205A and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"><li>• Date and Time From</li><li>• Date and Time To</li></ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Basic Local Communications Information	Enter the communications methods assigned and used for personnel by their assigned ICS position.
	• Incident Assigned Position	Enter the ICS organizational assignment.
	• Name	Enter the name of the assigned person.
	• Method(s) of Contact (phone, pager, cell, etc.)	For each assignment, enter the radio frequency and contact number(s) to include area code, etc. If applicable, include the vehicle license or ID number assigned to the vehicle for the incident (e.g., HAZMAT 1, etc.).
4	Prepared by <ul style="list-style-type: none"><li>• Name</li><li>• Position/Title</li><li>• Signature</li><li>• Date/Time</li></ul>	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

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## ICS 213 GENERAL MESSAGE (Modified for Marion County Florida)

<b>1. Incident Name (Optional):</b>		
<b>2. To (Name and Position):</b>		
<b>3. From (Name and Position):</b>		
<b>4. Subject:</b>	<b>5. Date:</b>	<b>6. Time</b>
<b>7. Message:</b>		
<b>8.</b>		
<b>Approved by:</b>	<b>Name:</b>	<b>Signature:</b>
		<b>Position/Title:</b>
<b>9. Reply:</b>		
<b>10. Replied by:</b>		
<b>Name:</b>	<b>Position/Title:</b>	<b>Signature:</b>
<b>ICS 213</b>	<b>Date/Time: Date</b>	
<b>MARION CO. FL ARES 5/2016</b>		











COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET						Frequency Band		Description	
						SIMPLEX AND WL2K		MARION COUNTY FL PLAN	
Pg No	Channel Configuration	Channel Name	Eligible Users	RX Freq	RX Tone	TX Freq	Tx Tone	Mode A, D	Remarks
		ARES TAC 1	ALL	146.400		146.400		A	ARES TACTICAL
		ARES TAC 2	ALL	146.535		146.535		A	ARES TACTICAL
		ARES TAC 3	ALL	146.550		146.550		A	ARES TACTICAL
		COUNTY WIDE 1	ALL	147.540		147.540		A	
		COUNTY WIDE 2	ALL	147.555		147.555		A	
		COUNTY WIDE 3	ALL	147.570		147.570		A	
		HOSPITAL 1	HOSPITALS	147.440		147.440		DV	
		HOSPITAL 2	HOSPITALS	147.460		147.460		DV	
		MERT 1	SHELTERS	146.150		146.150		A	
		MERT 2	SHELTERS	146.350		146.350		A	
		MERT 3	SHELTERS	146.430		146.430		A	
		MERT 4	DSTAR	146.460		146.460		DV	
		MERT 5	DSTAR	146.490		146.490		DV	
		MERT 6	DSTAR	146.580		146.580		DV	
		NE/NW COUNTY	ALL	146.420		146.420		A	
	WINLINK	KG4NXO-7	ALIAS OCALA	145.030					DIGIPEATER DUNNELLON
	WINLINK	W2SRP-7	ALIAS AHO	145.630					DIGIPEATER DOWNTOWN
	WINLINK	KG4NXO-10	EOC (CENTER)	145.030					GATEWAY
	WINLINK	K4LSB-10	SLVR SPGS NE	145.030					GATEWAY
	WINLINK	K4PWE-10	ALACHUA CO N	145.030					GATEWAY
	WINLINK	KI4UYM-10	SLVR SPGS NE	145.030					GATEWAY
	WINLINK	W2SRP-10	DUNELLON W	145.030					GATEWAY
	WINLINK	W3HII-10	WIERSDALE SE	145.030					GATEWAY
<p>Mode refers to either "A" or "D" indicating analog or digital All channels are shown as if programmed in a control station mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.</p>									
ICS 217A de KC5CMX						May-19			





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## Communications Log (ICS 309 MC FL ARES)

**Purpose:** The Comm Log records the details of message traffic and is used by either an individual or a Net Control Operator (NCO). These logs provide the basic reference from which to extract communications traffic history.

**Preparation:** The Comm Log is initiated and maintained by the Net Control Operator (NCO) or the individual operator (e.g. a field communicator). Completed logs are submitted to the supervisor who forwards them to the Documentation Unit.

**Distribution:** The Documentation Unit maintains a file of all Comm Logs. All completed original forms **MUST** be forwarded to the Documentation Unit.

### Instructions for completing the form:

Field #	Field Title	Instructions
1	Incident Name / Number	Enter the name and activation number assigned to the incident
2	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time
3	Net / Position Name	<b>For NCOs:</b> Enter the name of the radio net <b>For Others:</b> Enter the name of the position or tactical call
4	Radio Operator	Enter the name and call sign of the radio operator
5	Communications Log	<b>Time:</b> Enter the local time in 24-hour format <b>From:</b> Enter the <i>From</i> call sign or ID and the message number <b>To:</b> Enter the <i>To</i> call sign or ID and the message number <b>Message:</b> Enter the message
6	Prepared By	Enter the name and call sign of the person completing the log
7	Date & Time Prepared	Enter the date and time the form was prepared (24-hour clock)
8	Page numbers	Enter the page number and number of pages

Submit this form to your supervisor at the end of your shift.

## X. OTHER FORMS

The forms included below should be printed out by each operator prior to actively leaving the point of origin and will be collected by EC/AEC at the conclusion of the event.



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ARRL RADIOGRAM PREDESIGNATED MESSAGES (ARL

**URGENT/EMERGENCY MESSAGES:**

ONE Everyone safe here. Please don't worry.  
TWO Coming home as soon as possible.  
THREE Am in \_\_\_\_ hospital. Receiving excellent care and recovering fine.  
FOUR Only slight property damage here. Do not be concerned about disaster reports.  
FIVE Am moving to new location. Send no further mail or communication. Will inform you of new address when relocated.  
SIX Will contact you as soon as possible.  
SEVEN Please reply by Amateur Radio through the amateur delivering this message. This is a free public service.  
EIGHT Need additional \_\_\_\_ mobile or portable equipment for immediate emergency use.  
NINE Additional \_\_\_\_ radio operators needed to assist with emergency at this location.  
TEN Please contact \_\_\_\_\_. Advise to standby and provide further emergency information, instructions or assistance.  
ELEVEN Establish Amateur Radio emergency communications with \_\_\_\_ on \_\_\_\_ MHz  
TWELVE Anxious to hear from you. No word in some time. Please contact me as soon as possible.  
THIRTEEN Medical emergency situation exists here.  
FOURTEEN Situation here becoming critical. Losses and damage from \_\_\_\_ increasing.  
FIFTEEN Please advise your condition and what help is needed.  
SIXTEEN Property damage very severe in this area.  
SEVENTEEN REACT communications services also available. Establish REACT communication with \_\_\_\_ on channel \_\_\_\_.  
EIGHTEEN Please contact me as soon as possible at \_\_\_\_\_.  
NINETEEN Request health and welfare report on \_\_\_\_\_. (State name, address and telephone number.)

TWENTY Temporarily stranded. Will need some assistance. Please contact me at \_\_\_\_\_.  
TWENTY-ONE Search and Rescue assistance is needed by local authorities here. Advise availability.  
TWENTY-TWO Need accurate information on the extent and type of conditions now existing at

your location. Please furnish this information and reply without delay.  
TWENTY-THREE Report at once the accessibility and best way to reach your location.  
TWENTY-FOUR Evacuation of residents from this area urgently needed. Advise plans for help.  
TWENTY-FIVE Furnish as soon as possible the weather conditions at your location.  
TWENTY-SIX Help and care for evacuation of sick and injured from this location needed at once.  
Emergency/priority messages originating from official sources must carry the signature of the originating official.

**ROUTINE MESSAGES:**

FORTY-SIX Greetings on your birthday and best wishes for many more to come.  
FORTY-SEVEN Reference your message number \_\_\_\_ to \_\_\_\_ delivered on \_\_\_\_ at \_\_\_\_ UTC.  
FIFTY Greetings by Amateur Radio.  
FIFTY-ONE Greetings by Amateur Radio. This message is sent as a free public service by ham radio operators at \_\_\_\_\_. Am having a wonderful time.  
FIFTY-TWO Really enjoyed being with you. Looking forward to getting together again.  
FIFTY-THREE Received your \_\_\_\_\_. It's appreciated; many thanks.  
FIFTY-FOUR Many thanks for your good wishes.  
FIFTY-FIVE Good news is always welcome. Very delighted to hear about yours.  
FIFTY-SIX Congratulations on your \_\_\_\_\_, a most worthy and deserved achievement.  
FIFTY-SEVEN Wish we could be together.

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## MARION COUNTY SKYWARN SEVERE WEATHER REPORT

Reporting Station Call Sign: \_\_\_\_\_ Time of Occurrence: \_\_\_\_\_

Report Source (*circle one*: Personal Observation, Media, Scanner, Other \_\_\_\_\_)

Location of Reported Event: (Be specific as possible. Address, GPS, etc.)

---

- Tornado
- Funnel Cloud
- Wall Cloud → Direction of Travel: \_\_\_\_\_
- Flooding
- Hail →
  - Dime/Penny
  - Nickel
  - Quarter
  - Half Dollar
  - Golf ball
  - Baseball
  - Size in Inches: \_\_\_\_\_
- Wind Damage →
  - Trees Down
  - Large Limbs 4" – 6"
  - Power Lines
  - Structure Damage
- Other Damage Describe \_\_\_\_\_

*SIGNATURE* \_\_\_\_\_

*CALL SIGN:* \_\_\_\_\_

**Net Control Assistant: Phone it in to The National Weather Service at 1-800-499-1594 option 1 and to the MCSO COMM CENTER, 911 OR 352-732-9111. DURING NORMAL HOURS, CONTACT EMERGENCY MANAGEMENT AT 352-369-8100**

Turn the form into the SKYWARN coordinator or the EC for Marion County at the earliest possible time.

# VOLUME II MARION CO ARES PLAN

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## XI. APPENDICES

- I – Emergency notification and deployment roster
- II – Roster of ARES members serving in Marion county
- III – Served agencies
- IV – Definitions and terms
- V – Drills and training (from NFLSEP)
- VI – GO KITS

### APPENDIX I EMERGENCY NOTIFICATION AND DEPLOYMENT ROSTER

A. Notification: In the event of an actual emergency requiring ARES members to assist in communications, Marion County officials should contact and notify the following persons in order of priority listed: See Appendix VII

B. Deployment Roster: The following persons will be notified by the EC or an AEC (Served agencies should keep this roster in pencil and change designated names as required upon notification of the EC.)

	Primary Op.	Secondary Op
1. K4GSO Club site or Perry Field		
a. HF station	_____	_____
b. VHF 2m In-county station	_____	_____
c. VHF 2m/D-Star Inter-county station	_____	_____
d. VHF 2m Packet station	_____	_____
2. Red Cross	_____	_____

NOTICE: School shelter management is solely a MERT/MCSO function. All ARES members deployed to the shelters as required for support to MERT, from in or out of the county, will be vetted by the state prior to deployment.

### APPENDIX II MEMBERSHIP ROSTER

As posted on <http://aresmcfl.org/roster>

Download roster prior to deployment for most current membership list.

# VOLUME II MARION CO ARES PLAN

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## APPENDIX III SERVED AGENCIES

See 5.1

- All Marion County Hospitals (Hospital Team)
- All police agencies in Marion County
- All fire departments, paid or volunteer
- American Red Cross
- Salvation Army
- Shelters not directly supported by MCSO
- Other agencies with an MOU on file with:
  - a. ARRL
  - b. North Florida Section
  - c. Marion County Emergency Coordinator
  - d. National Weather Service (SkyWarn)
- Church groups

## APPENDIX IV DEFINITIONS AND TERMS

Complete list in the North Florida Plan

**Primary operator:** This will be the first called amateur to proceed at once to man a specific location needing VHF comm in an emergency he will be notified by either the EC or an ADC. Primary operator has the responsibility of developing and maintaining equipment readiness. **Secondary operator:** To be notified by the primary operator whenever an emergency exists which will require radio operators at any designated location. Both the primary and secondary operators' names go on the official emergency notifications roster. Secondary operator assists the primary operator with equipment readiness needs, Also, secondary operator relieves the primary operator in any extended duty emergency operation.

**Backup operator:** Responsibility of the primary operator to locate a radio operator to back up primary and secondary operators if extended operations requires a 3rd operator. Backups name does not go on the emergency notification roster.

Shelters (omitted – responsibility of the MCSO)

**Net Control Point or Net Control Station (NCS):** In the event of a condition three emergency, NCS will be operating from a fixed control station as defined in 4.4 and 4.7 above.

**Woodwork operators (WOs):** (may be an obsolete reference) Radio operators with good intentions & good equipment readiness capability who do not sign up for ARES participation, do not come to club meetings, do not participate in weekly nets or annual SETs, but who do volunteer in an appropriate manner in times of genuine emergency. (They come out of the woodwork – ARRL definition)

# VOLUME II MARION CO ARES PLAN

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[Strongly edited] ...They can be deployed as needed in mobile units under the definitions in 5.3 and 5.4 above. Due to an otherwise limited complement of trained operators, judicious use of this viable resource will probably be necessary in a full scale, extended emergency operation in Marion County. What the lack in training, they usually make up in dedication and intentions, as we ask that you cooperate as fully as possible when working with them as the situation requires. It is suggested and recommended that they be assigned to PODS or other areas where vetting is not required.

## APPENDIX V DRILLS AND TRAINING

As a result of the need to update the local records, this page has been created. The authority for the training requirements comes from the North Florida Section ARES Plan:

This has also resulted in the need to create a way to document and record your training. Go to <http://aresmcf.org/trainform/> to list the courses you have completed. This page is secured and only the Marion County EC, the AEC (webmaster) will see this information. You **MUST** record your information here and send a scanned copy as an attachment (jpg, png., etc.) Links to the FEMA website or where you have them posted **ARE NOT ACCEPTABLE**. If you have completed this training for other supported agencies' requirements, (MERT, Hospitals, etc.), you may submit a copy of your training records from that agency as proof. See link on aresmcf.org website for updating your records.

### EMCOMM Training for First Responders (Per North Florida Plan)

The governments whom we support are required by FEMA to ensure all participants, employees and volunteers, be trained in the National Incident Command System and the National Incident Management System, in order to receive reimbursement funding for the costs of recovery. Consequently, deployable individuals at the State or Local level must take these training requirements seriously.

The on-line courses listed below are appropriate for ARES members to take to obtain certificates in order to be prepared to participate in modern EMCOMMs supporting Emergency Management Authorities (EMA.) **As a minimum, all ARES members should complete ICS-100, ICS-200, ICS-700 & ICS-800. All courses are online and free.**

ECs must *develop and document requirements for ARES members' participation in local incidents and coordinate with the appropriate EMAs*. It is highly recommended that ARES members participate in EM community exercises (national, state, local) to develop the necessary relationships, familiarization, and skills to provide quality services to our served agencies. Members wishing to be deployed outside the home ARES county with WinLink 2000 E-mail over Ham Radio must be certified through the WL2K Certification process. (Added in for Marion County) The certification address is <http://hcaresraces.org/wp-content/uploads/wl2k.pdf>



# VOLUME II MARION CO ARES PLAN

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## ARRL Amateur Radio Emergency Communications Courses

Main link –<http://www.arrl.org/online-courses>

Course catalogue – <http://www.arrl.org/online-course-catalog>

o Introduction to Amateur Radio Emergency Communications (EC-001)

National Incident Management System Courses Main link – <http://training.fema.gov/is/crslist.asp>

o IS-00100 -Introduction to the Incident Command System (ICS 100)

<http://training.fema.gov/EMIWeb/IS/IS100A.asp>

o IS-00200 -IS for Single Resources and Initial Action Incidents (ICS 200)

<http://training.fema.gov/is/courseoverview.aspx?code=IS-200.b>

o IS 00700 – National Incident Management System (NIMS) an Introduction (ICS 700)

<http://training.fema.gov/emiweb/is/is700a.asp>

o IS-00800 – A National Response Plan (NRP,) an Introduction (IS 800)

<http://training.fema.gov/emiweb/is/is800b.asp>

o IS-00802 – Emergency Support Function (ESF-2) — Communications

## COM-L, COM-T, AUXCOMM Courses

These courses are offered through a variety of sources and members are encouraged to take complete them if appropriate.

## APPENDIX VI PERSONAL READINESS REQUIREMENTS (GO-KITS)

Your Go-Kit should be tailored to your needs, your equipment, your expected assignments, and the expected length of assignments. Go-Kits should be broken-up into different types of kits, depending on function and location:

- Type by Function
- Types of Incident
- Type of Assignment or Mission
- Length of Assignment
- Type by Location
- Carried on Person
- Carried in Vehicle
- Cached at Fixed Location (Home, Office, Shop, etc.)
- Non-Cached Equipment—gathered as needed (Home, Office, Shop, etc.)
- Modular Concept

Ideally, your Go-Kit should be divided into small, easily transportable modules, based on expected Type of Assignment, Length of Assignment, and Storage Location.

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Go-Kit modules should supplement each other with additional equipment and supplies, to extend your capabilities and endurance.

## Basic Kits

- Day Pack—Items needed for a short-duration or mobile/foot assignment. Keep in vehicle for immediate access.
- 24-Hour Kit—Supplemental items needed for an overnight assignment.
- 72-Hour Kit—Supplemental items needed for an extended assignment of up to 3 days.

## Specialty Kits

## Office Kit

- Paperwork and operational references that may be useful for setting-up and maintaining a portable or base communications station.

## Portable Radio Kit

- The classic “Radio in a Briefcase” for voice or packet.
- Computer Kit Notebook computer and interface equipment for packet.
- Personal Go-Kit for Emergency Communications

## Tool Kit

- Tools and equipment needed to set-up and maintain your radio station.

## Antenna and Mast Kit

- Portable antenna, mast, and tripod or guy lines, for setting-up an outdoor antenna.

## Emergency Power Equipment

- Batteries, Generator, Cables and related gear. Miscellaneous Kits

## Additional Gear

- Sleeping bag, air mattress, tent, shade canopy, etc.

## Vehicle Tool Kit

- Equipment needed to keep your vehicle going.

## Evacuation Kit

- Food, water and equipment needed if it becomes necessary to evacuate from your current location.

# VOLUME II MARION CO ARES PLAN

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## Marion County Hospital Emergency Communications Operations Plan

For Hospital Volunteer Amateur Radio Operators

PLAN WRITTEN BY DAVE WELKER, W2SRP, HOSPITAL EMERGENCY COORDINATOR AND  
CARL BERRY, KC5CMX, ASSISTANT EMERGENCY COORDINATOR, MARION COUNTY, FLORIDA

EFFECTIVE 3 JUNE 2019

PREVIOUS EDITIONS ARE OBSOLETE

# VOLUME II MARION CO ARES PLAN

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## Section 1 Overview

### Call up and activation

The Hospital Emergency Communications (HEC) ham volunteers activate when either the HEC Coordinator or anyone on a Call up list that has been provided receives a call from the hospital's designated official. The call can come from an automated hospital call system or hospital emergency coordinator or from any member of the Incident command staff at any hospital.

### Unified command

There may be a unified command setup, which means that each hospital may create their own Incident command and not have one central command. That means that only one or both hospital systems may activate, but maybe not at the same time.

### Activation

When either the HEC Coordinator or one of the hospital ham team members gets the call, it will likely be a notification that we will be within a short period of time (less than two hours). At that point, assigned teams will be put into standby and wait for further instructions. When the call comes in to deploy the team members will follow instructions and go to where they are needed setup their station and either establish a HOSPITAL HEC NET or wait for the established NET to call for check ins. Once the net has been activated, there will be regularly scheduled roll calls to ensure there is communications maintained over the course of the event.

### Schedule

There will be two SHIFTS each 12 hr. if the event requires a long stay.

## Section 2 Communications Plan

### The Comm Plan

The hospitals will handle informal and formal message traffic as needed. The hospital will use the Hospital Incident Command forms such as the HICS 213 and other designated HICS forms. The HICS 214 Unit activity form is used for all hospital activities.

# VOLUME II MARION CO ARES PLAN

## ICS205a

See ICS 205a in Marion County ARES Plan for frequency plan. This is hospital default and will be updated if necessary, prior to an event

AGENCY	TACTICAL CALL	PURPOSE	FREQ	MODE	PL	+/-	MODE	COMMENT
HOSPITAL SIMPLEX	HOSPITAL 1	HOSPITAL VHF	145.270	SMPX			A	PRIMARY
HOSPITAL SIMPLEX	HOSPITAL 2	HOSPITAL VHF	147.460	SMPX			A	SECONDARY
HOSPITAL SIMPLEX	HOSPITAL 3	HOSPITAL VHF	146.415	SMPX			A	TERTIARY
HOSPITAL SIMPLEX	HOSPITAL 4	HOSPITAL UHF	446.500	SMPX			A	PRIMARY
HOSPITAL SIMPLEX	HOSPITAL 5	HOSPITAL UHF	446.063	SMPX			A	SECONDARY
HOSPITAL PRIMARY	HEC	HOSPITAL	145.270	P	123	-	A	Tactical calls will be different for each hospital.
ANTHONY	KA4WJA	ALL	146.970	S		-	A	BACKUP REPEATER
WINLINK			145.030					GATEWAY
WINLINK			145.630					GATEWAY

### Peer to Peer (P2P/Point to Point) Radio E-mail:

Hospital WINLINK P2P VHF or UHF simplex frequencies will be determined between ham Radio operators using Voice on any of the above or other frequency.

## Section 3 Badging and vetting

### Vetting

Members of the Hospital Emergency communications team are hospital volunteers. Or in some cases may be employees who are authorized under FCC Part 97.113c, Prohibited transmissions exceptions. They must meet the requirements for a volunteer and be vetted by the hospital organization they are assigned to. The exceptions may be determined by the hospital's requirements.

All must meet and observe rules for the assignment locations.

### Badging

Each volunteer has a hospital ID badge as a hospital volunteer (or Employee ID). This allows them to enter the hospital at any time even if there's a lock down.

# VOLUME II MARION CO ARES PLAN

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## **NIMS- Required certificates of training**

HEC Volunteers must meet the minimum NIMS requirements for responders. IS-100.c, IS-200.c, IS-700.b, IS-800.c (Hospital and Healthcare are incorporated into the latest versions.) Earlier versions of courses are acceptable.

Team members are encouraged to take as many NIMS educational courses as possible.

## **Section 4 Readiness**

### **Drills and exercises**

The Hospital Emergency Communications ham operator are volunteers, they work under the volunteer management of the volunteer office until activated at which time they work under the Hospital Incident Command. The HEC team coordinator, a designated ham operator, works to develop training and exercises and interfaces with the hospital's volunteer office and emergency preparedness coordinator. Monthly activates include training meetings or exercises at each hospital, to ensure the communications skills are maintained, equipment is operational, become familiar with the hospital's floor plans and allow for the hospital staff to identify them so they work together in an emergency. Exercises are based on the Homeland Security Exercise and Evaluation Program. (HSEEP).

The HEC ham team uses the HICS job aid for amateur radio operators as a guide for training in emergency communications.

## **Section 5 Communicating with county or state agencies**

### **Outside agency communication**

The Hospitals communicate between themselves but when there's a need to send a message or request to other agencies such as The Marion County Emergency Operations Center, contact the MERT radio room at KG4NXO either by voice on their designated frequency or by Winlink.

### **Contacting SWP**

If our hospital's must directly contact the State Warning Point in Tallahassee, they must do so according to the state Comprehensive Emergency Management Plan. As such, all message traffic must come from the county emergency operations center. If the EOC/MERT cannot relay the message, then the ham station at one of the hospitals may be able to. Permission of the Marion County EOC Incident commander may be necessary to contact the SWP directly with their traffic. The

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responsibility to coordinate is between the hospitals Incident command and the Marion County Incident Command.

## **Section 6 Outside agency support**

### **On the spot vetting**

The Hospital Emergency Communications team may utilize other ham operators in the county as assets that are known to be reliable and vetted to act as relay stations for message handling between hospitals. Sometimes formal vetting is not practical in an emergency, in that case, vetting on the spot may be used. There are several methods to ensure outside ham operators can fill a job in an emergency.

1. Recommendation from a known ham team member
2. Recommendations from the EOC /and or MERT team who personally know the individual.
3. Interview with the hospital's security
4. Acceptance by the HEC Team coordinator or HEC UNIT Leader or Incident commander or Communications Unit Leader.



# **VOLUME II MARION CO ARES PLAN**

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## **VOLUME III**

### **RESERVED FOR MERT**