

ST. LUCIE COUNTY AMATEUR RADIO EMERGENCY SERVICE

EMERGENCY COMMUNICATIONS PLAN

EFFECTIVE MAY 1, 2018



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ARES® Emergency Coordinator
St. Lucie County, FL

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FOREWARD

The Amateur Radio Emergency Service (ARES®) consists of licensed amateur radio operators who have voluntarily registered their qualifications and equipment for communications duty in the public service when disaster strikes. Every licensed amateur, regardless of membership in ARRL or in any other local or national organization, is eligible for membership in ARES. The only qualification, other than possession of an Amateur Radio license, is a sincere desire to serve. Because ARES is an amateur radio service, only duly licensed amateurs are eligible for membership. The possession of emergency powered equipment is desirable but is not a requirement for membership.

Part 97.1 of the Federal Communications Commission (FCC) rules and regulations provide for an amateur radio service whose fundamental purpose is described in the following:

“Recognition and enhancement of the value of the amateur service to the public as a voluntary noncommercial communication service, particularly with respect to providing emergency communications.”

This is an essential element of the "public interest, convenience or necessity" doctrine embodied in the Communications Act of 1934. With this in mind, the American Radio Relay League (ARRL), the national association for amateur radio, makes emergency communications a principal objective for its Field Organization. The Amateur Radio Emergency Service (ARES) is its vehicle for accomplishing this task.

/s/ Paul L. Horner

Paul L. Horner, W4ISZ
Emergency Coordinator
Amateur Radio Emergency Service
St. Lucie County, Florida

1) MISSION STATEMENT

The mission of the St Lucie County ARES (Amateur Radio Emergency Service, hereafter "SLC ARES," is to provide emergency communications for its served agencies in St. Lucie County (Florida) on amateur radio frequencies with FCC licensed operators who are well trained and efficient in emergency communications.

2) PURPOSE OF PLAN

- A. This plan provides formal guidelines for SLC ARES. It describes an organization within which county, district, section and statewide amateur radio units may function with maximum effectiveness and minimum confusion. It is intended to promote uniform procedures among local, district, section and state amateur radio units, their officials and their operators.
- B. This plan provides the served agencies with an understanding of how SLC ARES will interface with them to provide a high level of support and assistance.
- C. This plan will provide guidelines for mutual assistance with other ARES groups, counties, or other served agencies when requested.

3) SERVED AGENCIES

- A. SLC ARES exists for the purpose of providing supplemental communications for governmental and private organizations involved in emergency and disaster response and mitigation in St. Lucie County.
- B. When an agency asks SLC ARES for communications assistance, it gets the full benefit of the entire ARES organization, including its nets, repeaters, mobiles and emergency power sources, as well as its member-operators' personally owned radio equipment.

C. SUPPORTED AGENCIES

St. Lucie County, Department of Public Safety, Division of
Emergency Management

St. Lucie County Health Department

Lawnwood Regional Medical Center & Heart Institute

St. Lucie Medical Center

Northern Treasure Coast Chapter, American Red Cross (General Shelters)

Tradition Medical Center

Martin Memorial Emergency Facility at St. Lucie West

4) ARES ORGANIZATION

- A. NATIONAL EMERGENCY ORGANIZATION is at ARRL Headquarters under the supervision of the ARRL Field Services Manager, who is responsible for advising all ARES officials, maintaining contact with federal government and other national officials concerned with potential amateur emergency communications, and, in general, with carrying out ARRL's policies regarding emergency communications.
- B. SECTION LEVEL: The Southern Florida Section is lead by the Section Manager (SM) who appoints a Section Emergency Coordinator (SEC), District Emergency Coordinator (DEC) and County Emergency Coordinators (EC).
- C. COUNTY LEVEL: SLC ARES is lead by the Emergency Coordinator (EC) who is appointed by the Section Manager. The EC may appoint Assistant Emergency Coordinators (AEC).
- D. STATE OF FLORIDA: SLC ARES falls under the requirements of the Florida Division of Emergency Management and the State Emergency Response Team (FLSERT).

5) SLC ARES ORGANIZATION

A. EMERGENCY COORDINATOR: Paul Horner, W4ISZ

- i) Promotes and enhances the activities of the Amateur Radio Emergency Service (ARES) for the benefit of the public as a voluntary, non-commercial communications service.
- ii) Establishes an emergency communications plan.
- iii) Establishes a viable working relationship with SLC DEM and other federal, state, city governmental and private agencies in the ARES jurisdictional area that might need the services of ARES in emergencies.

- iv) Establishes local communications networks that run on a regular basis and periodic testing of those networks by realistic drills.
- v) Establishes an emergency traffic plan. Establishment of an operational liaison with local and section nets.
- vi) Represents the SLC ARES before the SLC DEM.
- vii) Assists in the development of operating procedures unique to the SLC EOC.

B. ASSISTANT EMERGENCY COORDINATOR: Don Starr, W4KTD

- i) Maintains accurate records of names, addresses, telephone numbers and assigned equipment owned by St Lucie County or SLC ARES membership.
- ii) Performs the duties of Net Manager of the Emergency Nets and Training Nets. Assigns net control stations (NCS) in conjunction with the EC. Compiles monthly net reports for the EC.
- iii) Maintains the Emergency Telephone Tree of the membership.
- iv) Coordinates the membership recruitment programs of SLC ARES.
- v) Performs the duties of the SLC ARES EC when he is not available.

C. TRAINING OFFICER: James A. Jaques, K6RXX

- i) Conducts and coordinates Emcom and FEMA training and keeps records of member training.

D. TECHNICAL OFFICER: Greg Bunting, KB4VVE

- i) Recommends equipment for use by SLC ARES and maintains ARES equipment.

E. DATA COMMUNICATIONS OFFICER: John Sweigart, KK4SHF

- i) Designs and maintains the data communications infrastructure including Packet Radio, Winlink 2000, APRS and computers for SLC ARES®.

F. FIELD OPERATIONS OFFICER: Harold Levy, N3UY

- i) Designs and oversees deployment of ARES operations at a designated Location or locations.

G. SKYWARN® COORDINATOR: Wayne Burkett, Sr. KA1VRF

- i) Coordinates Skywarn® operations with the National Weather Service in Melbourne and/or other appropriate local authorities.
- ii) Coordinates training and educational programs of the local Skywarn® Spotter Volunteers as required by the National Weather Service. In local severe weather incidents, the Skywarn® Coordinator activates the Treasure Coast Skywarn® Net as directed by the National Weather Service in Melbourne.
- iii) Activates the Skywarn net if there is a local weather emergency when the SLC ARES group is activated. The SLC ARES EC may request that the Skywarn® net be activated to gather and provide weather related information as requested by the SLC DEM.

7) MEMBERSHIP AND TRAINING REQUIREMENTS

- A. A valid amateur radio license issued by the FCC is required for membership in ARES.
- B. SLC ARES leadership will conduct training on a regular basis in conjunction with regular meetings, special drills and regular nets.
- C. The FLSERT imposes additional requirements for continued membership depending on the members' deployment. SLC ARES subscribes to those requirements and conducts or coordinates appropriate training to fulfill this requirement.
 - i. Operators that will be deployed locally only or operating at home stations: ARRL EC-001 Level 1, NIMS IS 100 and NIMS IS 700.
 - ii. Operators likely to be deployed away from their County by ARRL or ARES officials at the local level or the Florida State EOC also are required to complete ARRL EC-002 Level 2 and NIMS IS 200.
- D. SLC DEM issues St. Lucie County identification cards to SLC ARES members. This card is required for unescorted access to the EOC and must be carried when deployed at assigned locations within the county. Also see 13(e).

8) ACTIVATION

- A. Members will self-activate in standby mode and monitor the designated frequencies and nets if they become aware of a potential need to activate from any reliable source. Reasons for standby activation include, but are not limited to, a hurricane watch issued by the National Hurricane Center, other weather watches or warnings (such as possible tornados or other severe weather), and a nuclear power plant emergency or drill.
- B. When the SLC ARES EC receives any such request from the SLC DEM for any reason, SLC ARES will activate. The SLC ARES leadership will activate members using amateur radio, telephone, and e-mail.
- C. When requested by the SFL Section Emergency Coordinator (SEC), the SLC ARES will activate.

9) EMERGENCY OPERATIONS

- A. VHF/UHF nets will be activated as directed nets under the control of a net control station (NCS).
 - i. St. Lucie County uses the following VHF repeaters to serve as the main repeaters for manned locations, as well as for mobile and portable stations: 147.240 MHz (owned by St. Lucie County), 147.015 MHz (owned by St. Lucie County), and 146.955 MHz (owned by the Port St. Lucie Amateur Radio Association). All use a tone of 107.2 Hz.
 - ii. The county's linked repeaters on 443.475 MHz and 444.600 MHz (tone 107.2) are for tactical and administrative use.
 - iii. In case of a failure of the above repeaters or traffic overload, the repeater owned by the Ft. Pierce Amateur Radio Club, W4AKH, on 147.345 MHz (tone 107.2) will be linked and will serve as a back-up repeater. W4AKH on 444.800 MHz (tone 107.2) and K4PSL on 443.650 MHz (tone 107.2) also will be linked for tactical and administrative use on a back-up or supplemental basis.
 - iv. Should all repeater operations fail, simplex operation on 147.240 MHz, 147.015 MHz, 147.345 MHz, and 146.955 MHz will be used.

- v. The SLC EOC station W4SLC will be manned and will serve as the NCS.
 - vi. In the event that the American Red Cross business-band repeater becomes inoperable, the St. Lucie Repeater Association Repeater, AF4CN, on 146.775 MHz will be used for communications between the ARC-staffed general shelters and the ARC offices in Vero Beach and Saint Lucie West. If that repeater is not operable, then this frequency will be used by the American Red Cross in simplex mode.
- B. The EOC and/or Official Emergency Stations (OES) will monitor and operate on the SFL ARES® net on 3.940 MHz or other frequencies and nets that may be designated during the incident, as well as on the above VHF/UHF nets. In addition, SLC ARES will also monitor the D-Star network's local node, operated by the Fort Pierce Amateur Radio Club on 444.500 MHz. The D-Star node also will serve as an alternate communications link to the Florida State EOC in Tallahassee and to D-Star reflector 46C, the statewide emergency communications reflector. SLC ARES additionally maintains the capability to monitor and operate on the DMR network of repeaters which include the Local, Regional and Statewide talk groups.
 - C. Mobile units may be activated and will be deployed as needed.
 - D. Tactical call signs may be used at the direction of the EC or NCS. Amateur operators only need to identify with their FCC-assigned call sign at the end of a transmission when they do not expect to transmit again within ten minutes and at the end of their shift assignment. (Ref. FCC part 97.119).
 - E. Designated locations will be manned by the assigned members when directed.

10) HURRICANE SPECIAL PLANS

A. PRE-STORM

- i. Monitor radio and television daily for tropical weather updates.
- ii. When requested by SLC DEM, EC, or AEC, the SLC ARES telephone tree and the Emergency Net will be activated. All members are to check in to the net as soon as possible and NCS will report to the EC, AEC and Leadership Board of membership status.
- iii. When directed to open the EOC, emergency shelters and agencies by SLC DEM, the communicators will:

- a. Secure their home and personal property.
- b. Pick up shelter equipment (See Appendix 4)
- c. Report to EOC, shelter or agencies to which they have been assigned.
- d. Report to the shelter manager, EOC manager, or Agency Manager upon arrival. Set up the radio equipment and conduct a radio test with NCS. Arrange the writing materials so they are at hand when needed, and inform the shelter manager, EOC manager or agency manager that you are set up and operational. Maintain the detailed log in Appendix 3.

B. DURING THE HURRICANE

- i. The shelter manager, incident commander or designee is responsible for all formal messages from the hurricane shelter or agency. The SLC DEM or EOC agency representative will be responsible for all the messages from the EOC. Have the message originators sign the message form before transmission.
- ii. Messages received must be written on the message form and hand delivered to the addressee. The operator must retain a copy.
- iii. Stay inside and keep safe.
- iv. Maintain constant communications with the EOC to the best of your ability.

C. AFTER THE HURRICANE

- i. The condition and status of the shelter will be checked by the appropriate officials and surveyed for power, telephone line damages, building structural damage and others as the need arises.
- ii. Once the emergency has passed and the shelter incident commander or manager has announced that the shelter residents can be released, SLC ARES members will check with the NCS and obtain permission to secure their station. Keep ALL messages and your logs, and turn them in to the EC or AEC as soon as possible.
- iii. The EC will create an after action report and submit it to the SLC DEM in a timely manner.

- iv. All participants should be prepared to critique the incident at the next regular or special meeting of the SLC ARES. Results of said critique will be appended to the "After Action" report.

11) RECORD KEEPING

- A. All operators are to maintain copies of all written message that they receive or send, and they should include the person's name, position and date/time that message was originated or delivered. After the incident, these records and copies of message are to be given to the EC.
- B. A log will be kept at each manned location of radio communications. The log is to show the operators on duty and their times in/out and total time on duty, communications with other net stations, and any significant events. After the incident, these logs are to be given to the EC. The log form is in Appendix 3.

12) MESSAGES

- A. Tactical messages are defined as spoken instructions, consultation or net check-in where no third-party communications occur.
- B. Third-party messages are defined as messages originated by someone other than the operator for relay to another person by radio. All third-party messages must be written on the ARRL message form FSD-3 or FEMA ICS-213 message form, whichever is designated by the served agency, and such messages will be retained by the operator. FSD-3 is included in the Appendix 1 and ICS-213 is included in Appendix 2.
- C. Under Federal regulations, the contents of any messages handled by SLC ARES are not to be divulged to any unauthorized persons.

13) MEETINGS, NETS, TEST AND DRILLS

- A. The SLC ARES meets each month on the third Wednesday at 7:30 p.m. at the SLC EOC or at other locations as may be designated.
- B. The SLC ARES net meets on the first Wednesday of each month at 7:30 p.m. on the 147.240 MHz and 147.015 MHz repeaters.

- C. The SLC ARES will conduct an annual test of its capabilities in conjunction with the National Simulated Emergency Test (SET) in October or at other times designated by the EC.
- D. Other tests and drills may be conducted at the request of SLC DEM, the State of Florida, or ARRL Southern Florida Section.

E. SHELTERS & FACILITIES

The following locations have been designated by SLC DEM as locations to be manned by SLC ARES® for 2018. This list may be modified by SLC DEM from time to time as required:

St Lucie County EOC – Midway Road and/or Rock Road

Havert L. Finn Center (Special Needs Shelter), Ft. Pierce

Lawnwood Regional Medical Center & Heart Institute, Ft Pierce

St. Lucie Medical Center, Port Saint Lucie

ESF-8 Forward Operation Center, Milner Road, Ft Pierce

Savannas Club House – Port St Lucie

Lake Forest – St. Lucie West

Lake Charles – St. Lucie West

Tradition Medical Center

Martin Memorial Emergency Facility at St. Lucie West

Saint Lucie County's General Shelters (staffed by the American Red Cross)

- Westwood High School
- Lakewood Park Elementary School
- Samuel B. Gaines Elementary School
- Fort Pierce Central High School
- Floresta Elementary School
- Treasure Coast High School
- Chester A. Moore Elementary School
- Parkway Elementary School
- West Gate Elementary School


Oak Hammock Elementary School
Morningside Elementary School
Windmill Point Elementary School

14) MUTUAL ASSISTANCE

- A. SLC ARES may be called on to provide mutual assistance to other ARES groups, counties, agencies or states in the event of a wide scale disaster.
- B. Requests for mutual assistance are only valid if received by the SLC ARES EC from the SFL ARES Section Emergency Coordinator (SEC).
- C. The SLC ARES EC will make a determination if such aid can be provided only after consultation with its served agencies, primarily the SLC DEM.
- D. If a SLC ARES member is deployed away from St. Lucie County, he must be registered in the state database and have a tracking number in order to receive coverage by the State of Florida's liability insurance and workman's compensation insurance programs and in order to receive reimbursement of expenses. This registration will be done by the EC through the Northern Florida ARRL Section Manager or his designee.
- E. State (FLSERT) or DOD identification cards may also be required to enter a disaster area.
- F. No member of SLC ARES will undertake on his own to provide assistance and travel to another location without the expressed written authorization of the SLC ARES EC.

APPENDIX 1

FSD-3 RADIOGRAM MESSAGE FORM

		
<p>THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM VIA AMATEUR RADIO</p>		
<p>CHECK <input type="checkbox"/> 0</p>	<p>PLACE OF ORIGIN _____ TIME _____ DATE _____</p>	
<p>To: THIS RADIO MESSAGE WAS RECEIVED AT: AMATEUR STATION: W4ZE DATE: _____ NAME: TED HUF STREET ADDRESS: 2041 SW IMPERIAL ST CITY, STATE, ZIP: PORT ST LUCIE, FL 34987 PHONE: 772-785-9908</p>		
<p>TELEPHONE NUMBER: _____</p>		
<p>Sig: _____</p>	<p>FROM _____ TIME _____ DATE _____ TO _____ TIME _____ DATE _____</p>	<p>REC'D _____ SENT _____</p>



NUMBER	PRECEDENCE

NUMBER	PRECEDENCE	H-X	STATION OF ORIGIN

APPENDIX 1

FSD-3 RADIOGRAM MESSAGE FORM

INSTRUCTIONS

RADIOGRAM COMPONENTS

Number: Your message number

Precedence: "R" for ROUTINE unless it is an emergency! Routine, Health & Welfare, Priority or EMERGENCY

Handling Instruction HX(s): (*Most commonly used)

A = Collect landline delivery authorized by addressee within X miles (i.e., A25 - If no number, authorization is unlimited).

B = Cancel message if not delivered within X hours of filing time; service originating station (i.e., B4).

***C** = Report date and time of delivery (TOD) to originating station.

D = Report to originating station the identity of station from which received, plus date and time. Report identity of station to which relayed, plus date and time, or if delivered report date, time and method of delivery.

E = Delivering station get reply from addresses, originate message back.

F = Hold delivery until....(date). (i.e. F5 holds until the "5th")

***G** = Delivery by mail or landline toll call not required. If expense involved, cancel message and service originating station.

Originating Station: Ham who formats & submits it to NTS.

Check: Word count for message body. If ARL text is used, precede count with ARL (i.e., ARL22).

Place of Origin: Where message originates.

Time Filed:

Time Filed

The date/time in local time

To: Put name and amateur call sign (if applicable); Street address; City; State (2-letter abbrev) & ZIP; Telephone including area code. ZIP is required for NTS messages sent digitally via Packet, etc.

Body: Text goes here, maximum 5 words per line and 25 words total. A telephone number with area code counts as 3 words (707 555 1212). ARL numbered texts are spelled out (i.e., ARL FORTY SIX). "73" is written as 73, counts as one word.

Signature: This is the signature of the person who wrote the message, may differ from the Originator. If a ham operator, include name and call sign. If not a ham, include name and phone number (including area code).

REC'D: Operator call sign message was rec'd from, time and date.

SENT: Operator call sign sent to, time and date. If receiver is last stop and delivers the message, note to whom delivered, how, and time and date.

APPENDIX 1
FSD-3 RADIOGRAM MESSAGE FORM

INSTRUCTIONS

FSD-3 Relief Emergency - Routine Messages
Recommended Precedences

The letters ARL are inserted in the preamble in the check and in the text before spelled out numbers, which represent texts from this list. Note that some ARL texts include insertion of numerals and text. Example: NR 1 R W1AW ARL 5 NEWINGTON CONN. DEC 25 DONALD R. SMITH 164 EAST SIXTH AVE AA NORTH RIVER CITY MO AA PHONE 73-3968 BT ARL FIFTY ARL SIXTY ONE BT DIANA AR. For additional information about traffic handling, consult *The ARRL Operating Manual*, published by ARRL, or the *NTS Methods and Practices Guidelines*, www.arrl.org/FandES/field/nts-mpg/.

Group One—For Possible “Relief Emergency” Use

- 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.

APPENDIX 1
FSD-3 RADIOGRAM MESSAGE FORM

INSTRUCTIONS

- 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.

APPENDIX 1
FSD-3 RADIOGRAM MESSAGE FORM

INSTRUCTIONS

Group Two—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.

FIFTY-EIGHT Have a wonderful time. Let us know when you return.

FIFTY-NINE Congratulations on the new arrival. Hope mother and child are well.

*SIXTY Wishing you the best of everything on _____.

SIXTY-ONE Wishing you a very Merry Christmas and a Happy New Year.

*SIXTY-TWO Greetings and best wishes to you for a pleasant _____ holiday season.

SIXTY-THREE Victory or defeat, our best wishes are with you. Hope you win.

SIXTY-FOUR Arrived safely at _____.

SIXTY-FIVE Arriving _____ on _____. Please arrange to meet me there.

APPENDIX 1

FSD-3 RADIOGRAM MESSAGE FORM

INSTRUCTIONS

- SIXTY-SIX DX QSLs are on hand for you at the _____ QSL Bureau. Send _____ self addressed envelopes.
- SIXTY-SEVEN Your message number _____ undeliverable because of _____. Please advise.
- SIXTY-EIGHT Sorry to hear you are ill. Best wishes for a speedy recovery.
- SIXTY-NINE Welcome to the _____. We are glad to have you with us and hope you will enjoy the fun and fellowship of the organization.

* Can be used for all holidays.

ARRL Recommended Precedences

Please observe the following ARRL provisions for PRECEDENCES in connection with written message traffic. These provisions are designed to increase the efficiency of our service both in normal times and in emergency.

EMERGENCY--Any message having life and death urgency to any person or group of persons, which is transmitted by Amateur Radio in the absence of regular commercial facilities. This includes official messages of welfare agencies during emergencies requesting supplies, materials or instructions vital to relief of stricken populace in emergency areas. During normal times, it will be very rare. On CW/RTTY, this designation will always be spelled out. When in doubt, do not use it.

PRIORITY--Use abbreviation P on CW/RTTY. This classification is for a) important messages having a specific time limit b) official messages not covered in the emergency category c) press dispatches and emergency-related traffic not of the utmost urgency d) notice of death or injury in a disaster area, personal or official.

WELFARE--This classification, abbreviated as W on CW/RTTY, refers to either an inquiry as to the health and welfare of an individual in the disaster area or an advisory from the disaster area that indicates all is well. Welfare traffic is handled only after all emergencies and priority traffic is cleared. The Red Cross equivalent to an incoming Welfare message is DWI (Disaster Welfare Inquiry).

ROUTINE--Most traffic in normal times will bear this designation. In disaster situations, traffic labeled Routine (R on CW/RTTY) should be handled last, or not at all when circuits are busy with higher precedence traffic.

Note--the precedence always follows the message number. For example, a message number may be 207R on CW and "Two Zero Seven Routine" on phone.

APPENDIX 2

ISC-213 MESSAGE FORM

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

APPENDIX 3

LOG FORM

PAGE# _____

ST LUCIE COUNTY ARES® OPERATORS LOG
 This log must be maintained by the operators at each location during an emergency or drill.

INCIDENT NAME: _____ LOCATION: _____

DATE	TIME	EVENT	OPERATOR

APPENDIX 3

LOG FORM EXAMPLE

ST LUCIE COUNTY ARES@ OPERATORS LOG

This log must be maintained by the operators at each location during an emergency or drill.

INCIDENT NAME: HURRICANE XRAY DRILL LOCATION: EOC

DATE	TIME LOCAL	EVENT	OPERATOR
1/26/2009	0903	Arrived at EOC	W4ZE
1/26/2009	0910	Reported to EOC manager	W4ZE
1/26/2009	1000	K44VVE arrived at EOC	W4ZE
1/26/2009	1015	Called net to order and roll call	W4ZE
1/26/2009	1030	N4HYK arrived at EOC	W4ZE
1/26/2009	1045	All locations activated and checked in	W4ZE
1/26/2009	1050	Message #1P to special needs shelter	N4HYK
1/26/2009	1055	Message #3P from special needs to Health Dept Rep	N4HYK
1/26/2009	1100	Read latest hurricane advisory to net	W4ZE

APPENDIX 4

SHELTER EQUIPMENT AND PERSONAL GEAR CHECKLIST

The following materials are a recommendation of items you will need in a shelter during the emergency period.

1. County issued I.D. Card
2. Copy of your FCC amateur radio license
3. VHF/UHF radio
4. Headphones (recommended)
5. Emergency antenna
6. Flashlight and extra batteries
7. Spare fuses
8. Patch cords
9. SWR meter
10. Extra coax
11. Writing gear (pens/pencils, paper, erasers)
12. Message forms
13. Tool kit (include a soldering iron and a VOM)
14. Automotive type storage battery with proper connectors and fused to operate radio
15. AM/FM broadcast radio

Personal gear recommended bringing along with you to the shelter in addition to the radio equipment.

1. Cooler with water and food for 3 days
2. Clothes for 3 days
3. Personal prescription drugs (in the original bottle or container), aspirin, throat lozenges etc.
4. Foul weather gear
5. Mess kit
6. Personal first aid kit
7. Sleeping bag and a pillow
8. Toilet articles
9. Mechanical or battery operated alarm clock
10. Extra prescription glasses

APPENDIX 5

TROPICAL WEATHER INFORMATION FORM

SYSTEM NAME: _____ **TIME:** _____ **DATE:** _____

ADVISORY NUMBER: _____

CURRENT WARNING:

CENTER OF CIRCULATION:

LATITUDE: _____

LONGITUDE: _____

OR ABOUT _____ MILES _____ (DIRECTION) FROM _____

OR ABOUT _____ MILES _____ (DIRECTION) FROM _____

MOVEMENT DIRECTION: _____ **SPEED:** _____

MAXIMUM SUSTAINED WINDS: _____ **GUSTS:** _____

TROPICAL FORCE WINDS EXTEND OUT _____ MILES FROM THE CENTER

HURRICANE FORCE WINDS EXTEND OUT _____ MILES FROM THE CENTER

ESTIMATED CENTRAL PRESSURE IS: _____ MILLIBARS _____ INCHES

NEXT ADVISORY WILL BE AT:

ADDITIONAL COMMENTS: _____

APPENDIX 6

EMERGENCY MONITORING FREQUENCIES

Broadcast AM/FM radio

WPSL	1590 AM	
WQCS	88.9 FM	(EAS County Control Station)
WSTU	1450 AM	
WZZR	92.7 FM	

Television Channels

WPTV	CH. 5
WPEC	CH. 12
WPBF	CH. 25
WFLX	CH. 29
WTVX	CH. 34

NOAA WEATHER RADIO

St. Lucie	162.425 MHz.
Palm Beach	162.475 MHz.
Belle Glade	162.400 MHz.
Melbourne	162.550 MHz.

AMATEUR RADIO FREQUENCIES

W4SLC	147.240*	+600K	tone 107.2
North County Admin.	444.600*	+5.0M	
N. County Secondary	147.345	+600K	
N. County Admin. Secondary	444.800	+5.0M	
South County Primary	147.015*	+600K	
S. County Admin.	443.475*	+5.0M	
S. County Secondary	146.955	-600K	
S. County Admin. Secondary	443.650	+5.0M	
Red Cross Secondary	146.775	-600K	

* These frequencies will be monitored 24/7 for the duration of the emergency.
147.240 and 147.015 will normally be linked.
444.600 and 443.475 will normally be linked.

Okeechobee	147.090 +600 tone 100.0
	147.195 +600 tone 100.0*
Vero Beach	145.130 - 600 tone 107.2*

Skywarn	146.775 - 600 tone 107.2
Resource Net, EOC/ARES	146.640 - 600 tone 107.2

Stuart EOC / Skywarn	145.150 - 600 tone 107.2*
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West Palm Beach	147.360 +600 tone 110.9
	146.670 - 600 tone 110.9
	145.390 - 600 tone 110.9

National Hurricane Net	14.325 MHz.
Maritime Mobile Net	14.300 MHz.
Coast Guard Net	14.313 MHz.
South Cars Net	7.251 MHz

State of Florida ARES Net	3.940 MHz*
Gulf Coast Hurricane Net	3.935 MHz.