ARRL ALACHUA COUNTY EMERGENCY COMMUNICATION PLAN

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1. INTRODUCTION

1.1 The Alachua County Amateur Radio Emergency Services (ARES (R)) is composed of amateurs who have voluntarily registered both their **capabilities** and **equipment** for possible public service communications duty with the American Radio Relay League (ARRL) Alachua County Emergency Coordinator (EC) or Assistant Section Manager (ASM).

The ARRL structure within which Alachua County fits, is the following:

- Southeastern Division (Alabama, Georgia, 3 Sections in Florida)
  - Northern Florida Section
    - Santa Fe District (includes Dixie, Gilchrist, Levy and Alachua counties)
      - Alachua County

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; however, they are also without any guarantee of delivery or accuracy, other than our best intentions.

1.3 The Alachua County ARES (R) functions under this **emergency plan**, under the direction of the Alachua County Emergency Coordinator (EC), or in his absence, the appropriate Assistant Section Manager for this area, both of whom are appointed officials of the ARRL. In this document the ARRL official in charge of the local ARES (R) group will be designated as the ARES Official In Charge (**OIC**). Furthermore, the Northern Florida Section has a Section-wide emergency plan (most recent revision dated May 1 2016 at the time of this writing) which can be viewed here: http://arrl-nfl.org/wp-content/uploads/2016/03/NFL-Section-Comm-Plan-FINAL-May-1-2016.pdf

1.4 The Alachua County Emergency Coordinator may appoint Assistant Emergency Coordinators (AEC) sufficient to function effectively, from the membership of the ARES (R) group.

1.5 NIMS: The National Incident Management System (IMS) provided by the U.S. Department of Homeland Security, sets the expectation that emergency responders will organize according to a national standard, making it possible for all participants to work effectively together in all aspects of an incident. Consequently, all ARES (R) members and leadership will adopt an emergency organization structure, minimum training standards, credentialing, and any other related standards that conform as closely as possible to NIMS guidance. NIMS training may be obtained here: https://training.fema.gov/nims/

1.6. The purpose of this plan is to provide a written guide for Alachua County, with the minimum information that would be needed in an emergency. Recognize that each incident is different, and flexibility is a plus.

1.7. The primary goal and responsibility of the Alachua County ARES (R) is

TO FURNISH EMERGENCY COMMUNICATIONS WHEN REGULAR COMMUNICATIONS FAIL OR ARE INADEQUATE IN THE EVENT OF NATURAL OR MAN-MADE DISASTERS

and therefore training will always be carried out so as to be ready to provide communications, if need be, without normal communications: ie., not dependent on: *telephone, cell phone, Internet, police / fire / governmental radio systems, etc*, and as much as is practicable, without *normal electrical utilities*, also.

1.8. All drills, training and instruction will keep the primary goal and responsibility (1.7) in mind; preferred training includes all teams and ARES (R) members working together.

1.9 This plan will work in conjunction with the ARRL Northern Florida Section / Section Emergency Communication Plan, as amended.

2. Activation, mobilization, deployments, and deactivation

2.1 In an emergency in which amateur radio might serve the community, amateur radio operators may be alerted by any city, county or other governmental official, notifying the EC, AEC, or Assistant Section Manager (ASM). Further, any amateur who suspects a communications emergency exists, or is impending, should monitor the 146.820 repeater and take steps to notify ARRL local leadership of the situation, using any available communications medium, certainly including ordinary communications, such as the telephone.

2.2 If the local AEC, EC, or ASM concludes that activation is necessary, they will take all reasonable steps to notify the ARES (R) volunteers, including telephone tree, email, announcements on 146.82 repeater, and even spot announcements on local broadcast stations; this person will then function as the ARES (R) Official in Charge (OIC)

2.3 Amateur radio operators & ARES (R) volunteers should not "self deploy" to the scene of an emergency, but should wait for directions from the ARES leadership.

2.4 The OIC will arrange for a Net Control Station (NCS) to operate an emergency net on the 146.82 repeater, and/or other repeater(s) as necessary given the situation.

2.5 Utilize the IC-205A (see Appendix) for additional frequencies should primary repeaters become unavailable.

2.6. Should all repeaters become unavailable, a simplex repeater will be established, preferentially on 146.820, or any other appropriate frequency as directed by the ARES OIC.

2.7. 146.820 (or replacement frequency) will be used as the general overall control and asset assignment frequency, with a designated ARES volunteer acting as the NCS, and used to make contacts with served agencies. Sub conversations will be moved off frequency as directed by the NCS. The NCS may physically be located at any appropriate location, with a preference for established served agencies such as the Alachua County EOC, Alachua County Red Cross, etc.

2.8. The OIC will direct deployment of amateur radio equipment and personnel to other locations, such as shelters, served agencies, etc., as appropriate.

2.9. The OIC will develop connection to the SEDAN digital network and direct the frequency assignment of any and all digital VHF stations in the ARES network, altering network topology as necessary to meet the needs of the emergency.

2.10 ARES-related WINLINK VHF and HF server stations will be brought to operational status (if not already) and contact with their sysops will be achieved by the OIC.

2.11 Deployment for emergencies that are 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 the Northern Florida Database. (This is the only way the Section can maintain a list of those both 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.)

2.12 Determining the legal liability protection of volunteers who provide service to the State and its political organization, and volunteer organizations, is a complex legal issue beyond the expertise of this document. Those interested are encouraged to review Florida Statute **768.1355 Florida Volunteer Protection Act** which can be viewed at: http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0700-0799/0768/Sections/0768.1355.html

2.13 Generally, volunteers are covered for liability under the Florida Volunteer Protection Act (768.1355) but the amateur radio operator is cautioned to always act in a manner that is consistent with commonly accepted good practices for amateur radio operations and FCC rules and regulations; and to operate in "good faith" within the scope of their duties. Acting with wanton or willful misconduct, exceeding their scope of work may exempt this protection. Workers' Compensation, meals, lodging and other benefits are enumerated under Volunteer Benefits FS 125.9504 which can be viewed at: http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=125.9504&URL=0100-0199/0125/Sections/0125.9504.html

2.14 Volunteers assigned to a facility, task, or station by the OIC should not normally abandon that assignment without prior notification to the OIC; however, in the event of safety or emergent concerns, the safety of the volunteer and those around them take priority.

2.15 De-mobilization will be as directed by the OIC

3. Operation

3.1 All written message traffic must either be in standard ARRL format, or a recognized ICS form; tactical communications, bulletins, and announcements will be logged at the transmitting station to the extent possible. Complete transcripts saved to local computer are acceptable.

3.2 All written messages must either be signed by the person who originated them, taking responsibility for their content, with a title if appropriate. All bulletins and announcements must indicate the originating party.

3.3 As is normal in direct nets, stations will remain under the control of the net control station, holding communications until requested. Should the net control station become disabled, the appropriate volunteer will resume control.

3.4 Law Enforcement, and stations with emergency traffic or information may activate on frequency as needed.

3.5 "Levels of Activation" are taken from the Northern Florid Section Emergency Plan:

No Alert: Baseline no emergency state.

Level III: Monitoring Phase. Notifies ARES operators in a specified area or functional unit that their services may be needed on short notice in the next 24-48 hours. 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 EC's or ASEC in the affected areas.

The declaration of Level III Monitoring phase signals ASEC to alert EC's, "deployment team" coordinators, Net Mangers, 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. Alachua County ARES will meet on 146.820 or as specified on ICS 205A.

ARES operators who are alerted should prepare to be en route to duty posts within 2 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.

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 Alachua County

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.

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 this level.

Level I: **Full Scale Activation**. 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 number of stations may increase channel load on nets.

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

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.

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 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.

Stand Down Phase authorizes the ASEC and EC's 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 EC's that no apparent reasons exists 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.

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

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.

Any portion of the NFL Section Plan can be activated in support of any incident in the state of Florida and/or whenever the Florida EOC is activated, and specifically when mid-state relay is necessary to support operators in other ARRL sections requiring relay to/from the Florida EOC.

3.6 The Alachua County ARES Net will be called to order during Partial Activation (or above) by either the EC or an AEC who is designated in charge (OIC) in the event of the EC's absence

3.7 Members of the Alachua County ARES may check into the net from their base or mobile stations to await further instructions; each station should indicate their emergency power capability.

3.8 Mobile liaison stations, digitally equipped stations, or digital NODE stations may be assigned to any or all of the following if required:

- Red Cross
- Shelters
- Hospitals
- Police departments
- City and county fire departments and EMS
- Specific disaster scenes

3.9 Liaison station(s) with dual-frequency capability will be assigned to any or all of the following nets and/or frequencies

North Florida ARES Net	3.950 LSB
Marion County ARES	146.610 (FM)
Phone Phone Traffic net	3.940 LSB
Florida Midday Traffic Net	7.427 LSB
All Florida CW Net	3.651 LSB
Intercontinental Amateur Traffic Net	14.300 USB
Maritime Mobile Service Net	14.300 USB
Hurricane Watch Net	14.325 USB
Gulf Coast Hurricane Net	3.935 LSB
Florida RACES -- Summer	7.254 LSB
Florida RACES -- Winter	3.990 LSB

3.10 All operators acting as NCS must be able to handle both ARRL and ICS 213 traffic, and are expected to move expeditiously toward gaining competence at digital bulletins (for example, using MT63-2000L on FLDIGI) over FM, to achieve competence before August 1, 2017. (Cf. Section 4.5)

3.11 All ARES officials, including ARES assistant EC's, EOC and Red Cross operators, and all WINLINK sysops are expected to obtain and maintain competence at WINLINK email operations over FM packet, or HF communications, including the use of ICS FORMS. (Cf. Section 4.6)

4. Volunteer Vetting & Training

4.1 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. To quality for official deployment by the section, requires that you 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 which they agree to perform.

4.2 **BASIC NIMS TRAINING FOR ALL VOLUNTEERS.** All ARES volunteers are expected to complete free NIMS training courses 100, 200, and 700 (or their updates or replacements) by August 1, 2017 or within 6 months of joining the ARES group, whichever comes last.

4.3 **LICENSE**. All ARES volunteers are encouraged to upgrade their license class to at least General Class. The Alachua County ARES will help to provide training opportunities that will make licensure upgrading easier.

4.4. **EMERGENCY COMMUNICATIONS EQUIPMENT**. All ARES volunteers are encouraged to develop

- portable stations,
- alternate/emergency forms of electrical power, and
- antennas that can be set up at an alternate location.

4.5 Digital Bulletin Broadcast Skills

A) All ARES **NCS and EOC operators** are expected to gain the ability to send and receive digital bulletins using protocols such as PSK31 & MT-63. FLDIGI free software is suggested for inter-operability, but other software may be utilized (e.g, MixW, HamRadio Deluxe). This capability should be gained by August 1, 2017.

B) All ARES **volunteers** are expected to gain the ability to use a computer (equipped with some form of microphone, (or even better, with a hardwired connection such as a Signalink, or $10TNC or similar) to receive simple digital signals such as PSK31 & MT63. If no wired connection is available, this can be accomplished by simply placing the speaker or headphone of their radio near the microphone of their computer. Note that free software FLDIGI is available for multiple computer platforms. (e.g. https://sourceforge.net/projects/fldigi/?source=directory) This capability should be gained by August 1, 2017 or within 6 months of

joining ARES (whichever comes later). These techniques may be utilized to send bulletins to shelter and other served locations.

4.6 **RADIO EMAIL SKILLS**. All ARES Officials, and EOC or Red Cross Operators are required by August 1, 2017 to gain the ability to conduct WINLINK email transfers, by either client-server or peer-to-peer. All ARES volunteers are encouraged to gain these skills; all WINLINK SYSOPS have demonstrated these skills prior to being recommended as WINLINK SYSOP.

4.7 **TABULATION OF ARES ASSETS & CAPABILITIES**. In order to be taken seriously as a reliable emergency communications group, an organization must demonstrate that its members actually HAVE the *equipment, training and skills* to perform extraordinarily important tasks in real emergencies. Our skills can reduce human suffering, and protect lives and property. (Unwillingness to be candid and forthcoming about skills and equipment would suggest that the group is of lesser value.) In keeping with the need to self-evaluate, the senior ARRL official in the County (or his/her designee) should keep an updated tabulation (current at least as of each communications drill) of the available skills and equipment of the ARES members, either using the following table or one substantially equivalent (e.g., possibly computerized). . Since some members may wish a level of privacy regarding their equipment ownership, this information should not be made public, but only discussed within the ARES group itself, and with officials of served agencies with whom a detailed Memorandum of Understand has been signed (beyond the "boiler-plate standard" ARES MOU pre-existent with many huge national organizations).

ARES MEMBER ASSETS & SKILLS

(check mark for demonstrated skill or asset)
(make additional blank copies sufficient to record all ARES members)

N A M E										
Assets (*from MCFL ARES application form*)										
Generator										
Table & Chair										
Portable Radio(s) HF										

Portable Radio(s) VHF										
Portable Radio(s) UHF										
Portable Radio(s) DSTAR										
Portable Power Supply (Gen, Bat, Solar, etc)										
Portable Antenna										
Shelter										
Coaxial cable										
Go Kit										
SKILLS & TRAINING (from MCFL membership application & additional)										
IS-100										
IS-200										
IS-300										
IS-400										
IS-700										
IS-800										
ARRL EMCOMM COURSE(s)										
COM-T course										
FCC License Class (mark T,A,or E)										
CPR/AED Card Current										
Medical Training (RN / MD / PA etc)										
NTS net experience (CW / SSB / FM)										
ARES net control experience										
PSK31 / MT63 receive proficiency										
PSK31 / MT63 transmit proficiency										
Winlink client proficiency - packet										
Winlink client proficiency - HF										
Winlink packet sysop										
Winlink HF sysop										
VHF emergency antenna installation										

HF emergency antenna installation										
HF solid state transceiver proficiency										
HF legacy transceiver proficiency (e.g., vacuum tube or hybrid gear)										
linbpq control via ssh/telnet										
UZ7HO soundmodem proficiency										
BPQ32 (Windows) proficiency										

5. Tools in our EmCommm ToolBox and Their Application

5.1 *Efficiency, accuracy, and flexibility* are goals of emergency communications. Volunteers who are skilled in many different forms of communications are the most useful; flexibility, humbleness however are often more important than simple skillset.

5.2. **Voice communications over VHF or HF circuits** are the most readily available and most basic communications strategy. All ARES volunteers should strive for experience in VHF and HF net operation as well as familiarity with normal amateur radio QSO techniques.

5.3 CW has the ability to get through in difficult conditions, but the number of operators who can use it effectively is limited; be judicious in how to assign this mode.

5.4 **Digital non-error-corrected techniques have "broadcast" strengths**, such as MT-63, RTTY, and PSK31 (the latter being much slower but gets through difficult situations). These techniques can send accurate (but not error corrected) data to multiple people simultaneously. Utilize them to handle complicated but non-private information.

5.5. **Digital error-corrected techniques** such as VHF packet, VHF Winlink, and HF Winlink (both WINMOR or HF PACTOR) are inherently somewhat more secure, and are error corrected techniques. Furthermore access to an HF station allows for traffic to quickly and efficiently leave/enter the county from far distances. With Level 1 Emergency loss of internet/phone communications, WINLINK may be the most efficient way to move complicated data in and out of the state to other stations still possessing Internet capability to bi-directionally forward email. These capabilities should be available to key personnel and key locations served by ARES. The ability to add non-hams on with "tactical" addresses piggy-backing on ham radio control operators, using PACLINK or PiGate is a key force-multiplying technology that should be gained by ARES officials who serve key locations.

5.6. Amateur radio operators should also be flexible to **utilize any other amateur, commercial, or other communications strategy** in an emergency to get the job done and protect life, limb, and property.

6. Drills

6.1 The ARES group will hold a minimum of two formal drills each year. These will offer the entire ARES group the chance to try out and become proficient and comfortable with new techniques and new assets. Multiple additional trainings and operating opportunities may also be provided.

6.2 The ARES OIC will maintain a database of all the skills demonstrated and gained during each drill, to document the status of the ARES group (see 4.7).

6.3 All possible emergency antennas, emergency power systems, redundant traffic routes both inside and in and out of the County will be tested to the degree possible. Every member possible will be encouraged to test as many aspects of their equipment as possible, including one or more alternate power systems.

6.4 **After action meetings** will be held and detailed written summaries tabulated by the AEC, EC, or ASM including tables demonstrating all the members and their various skills, modes, bands, antenna capabilities, and emergency power capabilities (as per section 4.7). These discussions will help identify improvements possible.

6.5. These quantifiable data will serve to document the capabilities of the ARES group to local served agencies, as well as documenting growth of the group.

APPENDICES

1. Incident Name:	**2. Operational Period:**	Date From: Date Time From: HHMM

3. Basic Local Communications Information:		
Incident Assigned Position	Name (Alphabetized) P - Primary S - Secondary T- Tertiary SM- Simplex	Method(s) of Contact (phone, pager, cell, etc.)
ALACHUA CTY EOC	"EOC" Primary	146.82 - PL 123
ALACHUA CTY EOC	"EOC" Secondary	146.91 - PL 123
ALACHUA CTY EOC	"EOC" Simplex (digital)	145.070 (Gainesville) Packet 1200
ALACHUA CTY EOC	Simplex (digital)	3584.0 (dial freq) WINLINK (USB) Peer to Peer or 7102.5 (dial freq) WINLINK (USB) Peer to Peer
ALACHUA CTY EOC	"EOC" Secondary	444.925 + PL123 SARNET
ALACHUA CTY EOC	"EOC" Secondary	North Florida ARES NET on 3950 kHz LSB, or 7242 or 7247 kHZ LSB
ALACHUA CTY EOC / RED CROSS / ANY ARES OFFICIAL	WINLINK	**NF4RC@WINLINK.ORG** **Note: multiple ARES leaders can access this email and will work as a team to get any message to the best recipient as fast as possible. At this time, this is only WINLINK email that will be monitored during any known activation.**
RED CROSS	"Red Cross" Primary	146.82 - PL123
RED CROSS	"Red Cross" Secondary	444.925 + PL 123 SARNET
ARES (general voice comms)	Primary (voice)	146.82 - PL 123
ARES (general voice	Secondary	146.91 - PL 123

1. Incident Name:	**2. Operational Period:**	Date From: Date Time From: HHMM
comms)	(voice)	
ARES (general voice comms if repeaters failed)	Simplex (voice)	146.520
ARES (general digital comms)	Simplex (digital)	145.070 (Gainesville) Packet1200
W4DFU-7	Simplex (digital)	145.770 (SEDAN) Packet1200 *currently out of service*
W4DFU-8	Simplex (digital) "Port 6"	145.030 (Ocala) Packet 1200
W4DFU-8	Simplex (digital) "Port 8"	145.770 (SEDAN) Packet 1200
KX4Z-7 -10 (VHF WINLINK gateway)	Simplex (digital) "Port 7"	145.070 (Gainesville) Packet 1200 (WINLINK Connection) -- station is dual frequency simultaneously.
KX4Z-7 -10 (VHF WINLINK gateway)	Simplex (digital) "Port 6"	145.030 (Ocala) Packet 1200 (WINLINK Connection) -- station is dual frequency simultaneously
KX4Z (HF Forwarding Gateway)	Simplex (digital)	3584 kHz (dial) USB WINMOR WINLINK HYBRID Station sequentially checks each frequency for 3-6 seconds, in a loop, 24/7/365.
KX4Z (HF Forwarding Gateway)	Simplex (digital)	7102.5 kHz (dial) USB WINMOR WINLINK HYDRID Station sequentially checks each frequency for 3-6 seconds, in a loop, 24/7/365.
KX4Z (HF Forwarding Gateway)	Simplex (digital)	3584 kHz (dial) USB PACTOR WINLINK HYBRID Station sequentially checks each frequency for 3-6 seconds, in a loop, 24/7/365.
KX4Z (HF Forwarding Gateway)	Simplex (digital)	7102.5 kHz (dial) USB PACTOR WINLINK HYBRID Station sequentially checks each frequency for 3-6 seconds, in a loop, 24/7/365.
KX4Z (HF Forwarding Gateway)	Simplex (digital)	10139.5 kHz (dial) USB PACTOR WINLINK HYBRID Station sequentially checks each frequency for 3-6 seconds, in a loop, 24/7/365.
KX4Z (HF Forwarding Gateway)	Simplex (digital)	14097.2 kHz (dial) USB PACTOR WINLINK HYBRID Station sequentially checks each frequency for 3-6 seconds, in a loop, 24/7/365.

1. Incident Name:	**2. Operational Period:**	Date From: Date Time From: HHMM
NK3F-7 -10 (VHF Winlink Gateway)	Simplex (digital) "Port 8"	145.770 (SEDAN) Packet 1200 (WINLINK)- *depends on internet for winlink* Station is dual-frequency simultaneously.
NK3F-7 -10 (VHF Winlink Gateway)	Simplex (digital) "Port 7"	145.070 (Gainesville) Packet 1200 (WINLINK)--d*epends on internet for winlink.* Station is dual-frequency simultaneously.
KM4YGH-7 -10 (VHF Winlink Gateway)	Simplex (digital) "Port 7"	145.070 (Gainesville) Packet 1200 (WINLINK) *depends on internet*
KI4QBZ-7, KI4KEA-7 NF4RC-7 (Digital NODE relay stations)	Simplex (digital) "Port 7"	145.070 (Gainesville) Packet 1200
4. Prepared by:	Name:	Position/Title:
ICS 205A	**IAP Page**	Date/Time: Date

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** Date and Time From Date and Time To	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** Name Position/Title Signature Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional)**:**		
2. To (Name and Position)**:**		
3. From (Name and Position)**:**		
4. Subject:	**5. Date:** Date	**6. Time** HHMM
7. Message:		
8. Approved by: Name:	Signature: _____	Position/Title:
9. Reply:		
10. Replied by: Name:	Position/Title:	Signature: _____
ICS 213	Date/Time: Date	

ICS 213
General Message

Purpose. The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

Preparation. The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

Distribution. Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

Notes:

- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	**Incident Name** (Optional)	Enter the name assigned to the incident. This block is optional.
2	**To** (Name and Position)	Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
3	**From** (Name and Position)	Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
4	**Subject**	Enter the subject of the message.
5	**Date**	Enter the date (month/day/year) of the message.
6	**Time**	Enter the time (using the 24-hour clock) of the message.
7	**Message**	Enter the content of the message. Try to be as concise as possible.

8	**Approved by** Name Signature Position/Title	Enter the name, signature, and ICS position/title of the person approving the message.
9	**Reply**	The intended recipient will enter a reply to the message and return it to the originator.
10	**Replied by** Name Position/Title Signature Date/Time	Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24-hour clock).

ICS 214 ACTIVITY LOG

1. Incident Name:	**2. Operational Period:**	
3. Name:	**4. ICS Position:**	

6. Resources Assigned:	
Name	ICS Position

7. Activity Log:		
Date/Time	Notable Activities	

1. Incident Name:	**2. Operational Period:**	
8. Prepared by: Name:		
ICS 214, Page 1	Date/Time: Date	

ALACHUA COUNTY	COMMUNICATIONS LOG ICS-309	DATE: TIME:	PAGE _____ of _____
FOR OPERATIONAL PERIOD:		INCIDENT NAME:	
RADIO OPERATOR:		STATION ID:	

TACTICAL MESSAGE LOG

TIME 24hr. Format (Local Time)	STATION ID		MESSAGE	DISPATCH
	TO' Call MSG #	FROM Call MSG #		