

**COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
ANNEX IX: COMMUNICATIONS
2002**

Indian River County



Emergency Management Division

1840 25th Street
Vero Beach, FL 32960
(772) 567-2154

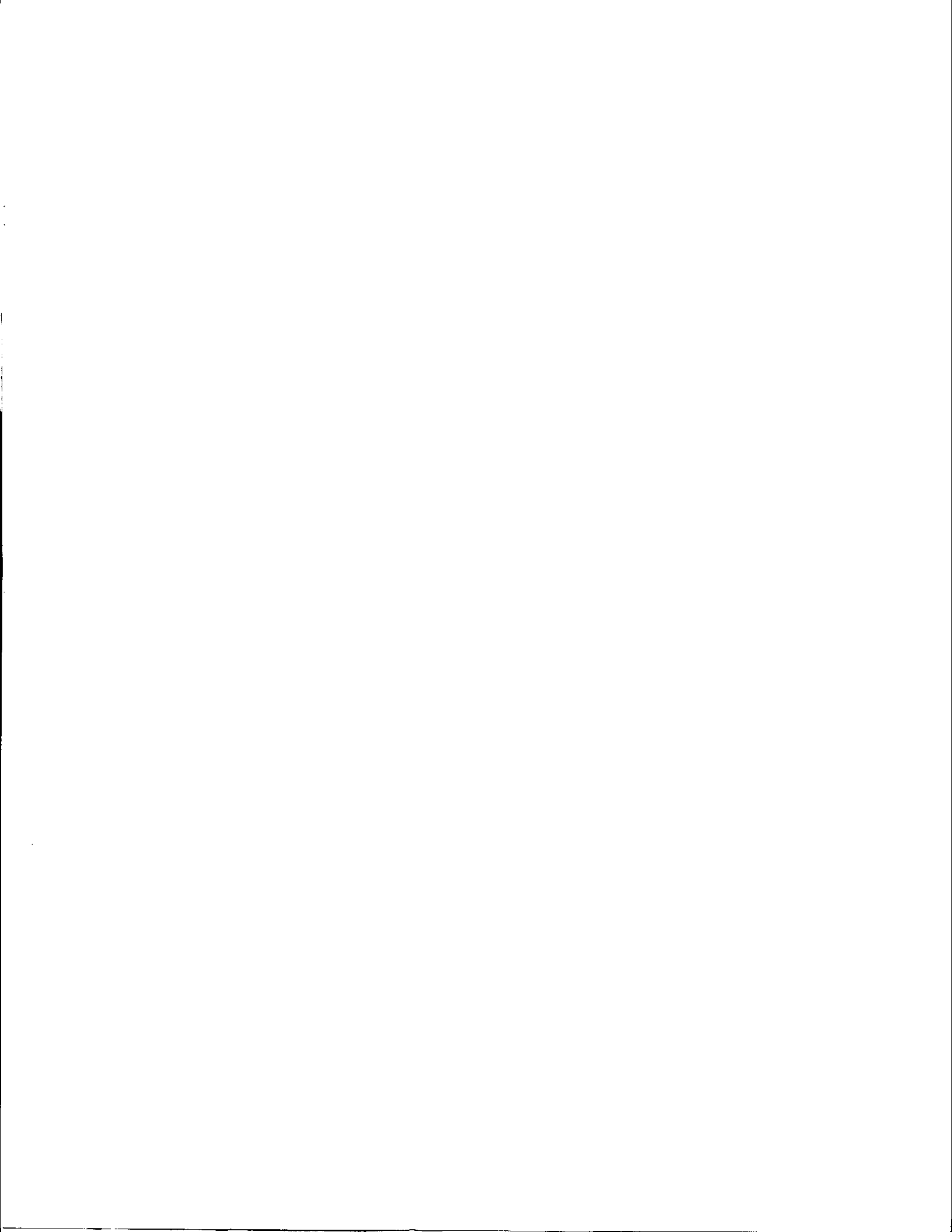


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ANNEX X: COMMUNICATIONS

I. AUTHORITIES AND REFERENCES

A. State

1. Chapter 252, Florida Statutes

B. Local

1. Indian River County Resolution No. 89-150
2. Indian River County Ordinance No. 91-17
3. Indian River County Ordinance No. 91-18
4. Indian River County Resolution No. 91-55

C. Miscellaneous

1. FEMA Civil Preparedness Guide (CPG 1-15, Mar. 1991)
"Guidance for Radio Amateur Civil Emergency Service"
2. ARRL Public Service Communications Manual
3. FCC Rules Part 97 "RACES"
4. Amateur Radio Emergency Service South Florida Emergency Plan,
revised 1/15/00
5. State of Florida RACES Communications Plan and Procedures
March, 1989
6. ARRL Emergency Coordinator's Manual
7. Repeater and Simplex Frequency Listing

II. GENERAL

A. Definitions and Terms

1. "**Communications**", as used herein, apply to the necessary functions and facilities needed for maintaining effective two-way communications between the Emergency Services Director, his/her staff, County/City Governments and Districts, and State Emergency Management Organizations.
2. Emergency Services "**Disaster Communications**" refer to situations in which resources are overtaxed and well planned coordination is required to contend with the circumstances. The capability may not be present within the local government to cope with the activities.
3. Emergency Services "**Emergency Communications**" refer to situations out of the ordinary which require immediate action on the part of one or more agencies. The capability is present within the local government to cope with this situation.
4. **EOC**
Emergency Operation Center. The headquarters for communications inside Indian River County located at the Emergency Management Center.
5. **EOS**
Emergency Operation Station. These are privately owned and operated amateur stations with emergency antennas and power. During a hurricane, the EOS will handle first the emergency messages and then if needed, the "health and welfare" messages into and out of Indian River County.
6. **FDEM**
Florida Division of Emergency Management
7. **FEMA**
Federal Emergency Management Agency
8. **MARS**
Military Affiliated Radio Service

9. **MOA**
Memorandum of Understanding
10. **NCS**
Net Control Station. During the hurricane, NCS will be at the EOC and all stations will check in and out through the NCS **ALL** nets are directed nets and **ALL** comments will be handled through the NCS.
11. **NTS**
National Traffic System. The amateur radio system whereby messages are received into and sent out of the County.
12. **NWS**
National Weather Service
13. **REACT**
Radio Emergency Associated Communications Team, members monitor citizen's band emergency channel 9 and assist with communications in local emergencies.
14. **SHELTER**
The term "shelter" as used herein, also includes control points, command centers, municipalities, emergency facilities or any location where a RACES communicator is assigned.
15. **SKYWARN**
National Weather Service-sponsored program for local weather monitoring and reporting. Spotters are amateur radio operators trained in weather observation and activate upon request of the NWS to provide on-the-ground verification of radar-observed atmospheric indications.
16. **SEOC**
State Emergency Operations Center, located in Tallahassee, Florida
17. **VCARC**
Vero Beach Amateur Radio Club
18. **W40T**
Call sign of the Vero Beach Amateur Radio Club radio station located at the county EOC, activated and staffed by amateur radio operators in response to requests for communication support.

B. Purpose

To establish an understanding of the volunteer emergency communication capabilities existing with Indian River County which are available through the Amateur Radio Emergency Service (ARES) and the radio Amateur Civil Emergency Service (RACES) programs. To also establish the interfaces between county emergency management and the volunteer communicators for emergency call-ups and operations.

C. Mission

To provide timely, effective and reliable emergency communications capabilities to county/state emergency management during times of extraordinary need. This annex provides information on notification, mobilization and coordination of the Amateur Radio Operators who have volunteered to assist.

D. Situation

Normal communication facilities may be disrupted or overloaded as a result of a manmade or natural disaster.

1. The salient geographic/demographic characteristics of Indian River County do not as a rule produce severe communication problems.
2. Atmospheric conditions rarely limit the County distance capability for clear communications.
3. The Blue Cypress area, west of Vero Beach, may occasionally experience limited communications due to distance twenty (20) miles and foliage.
4. The Sebastian Inlet, situated in the northern part of the County, may present communication difficulties because of its low, lying locations.
5. The northwest section of the County occasionally presents limited communications due to the distance twenty-two (22) miles and adverse weather conditions.
6. The different forms of communication systems previously utilized have provided adequate dissemination of information during past emergencies.

E. Assumptions

1. Communication personnel shortages may occur.
2. Common carrier services may become inoperative.
3. Emergency radio nets may have to be employed to back up telephone communications and other radio communications.

III. ORGANIZATIONS

A. Amateur Radio Communications Capabilities Overview

Amateur radio operators can reliably and effectively communicate locally, statewide and nationwide on frequencies allocated to the amateur radio spectrum. Amateurs have a wide variety of equipment available with emergency power sources for communications capabilities on the following amateur bands. Shown below is a brief description of reliable communications coverage.

<i>Band</i>	<i>Coverage</i>
HF High Frequency	County to state, nation
VHF Very High Frequency	in-county and to adjacent counties
UHF Ultra High Frequency	in-county

Within these bands exist the means to communicate voice in AM/FM including Single Sideband, transmit data (packet) and send pictures or live images via amateur television (ATV).

B. Volunteer Credentials

Amateur radio operators who complete an application for RACES membership, pass a background check and volunteer to respond when and where needed will be issued a county volunteer badge for identification and to facilitate expected movement in and around the county during an emergency.

Amateur radio operators are not required to have a volunteer badge or background check to become ARES members or participate in ARES functions. It is strongly recommended that ARES members also apply for membership in RACES and become badged county volunteer responders due to the similarity of the communications services and for flexibility to quickly shift from ARES to RACES mode when the situation changes.

The duty of the amateur communicator is to accurately communicate the message provided by the served agency as written and to accurately copy the response from the addressee as sent.

The ARES EC is the functional alternate for the RACES RO and vice versa; either could be called by emergency management to initially activate and coordinate volunteer emergency communications capabilities. In addition, the EC and RO may designate backups for their positions during absences.

FCC Rules and Regulations apply to the operation of a radio in the amateur serve and therefore apply to the RACES organization.

Wartime Emergency Limitations on the use of RACES Stations - RACES members may not communicate with amateurs who are not RACES members.

C. Composition

1. The primary contributor of effective emergency communications assistance for the county is the individual, FCC-licensed, trained amateur radio operator with mobile or home station radio equipment and emergency power. The reserve of amateur radio operators who volunteer to provide this service fall into two major groups operating within the county: ARES and RACES. For all practical purposes, ARES and RACES are one and the same in function and capability. The common thread is the ability to provide timely and effective emergency or disaster communications for the community; however, the method of activation is different for each group. ARES is self-activated to support planned community events, to support groups with established memorandum of understanding when requested, and to meet communications needs in situations when RACES is not activated by county/state emergency management. RACES is activated only upon request of a local or state emergency management official to provide or maintain essential communications links and county or state government essential functions during an emergency or disaster.

Additional contributors for emergency communications assistance to the county lies in the resources of amateur radio operators who have volunteered and trained for SKYWARN service and with the

capabilities of local REACT members. These groups may be considered viable for assisting the county in times of need and their help may be requested through ARES/RACES.

2. The Communications Officer and the Emergency Services Director, and/or his designee, are responsible for the overall administration and operational control of the communications facilities and personnel.

D. Responsibilities

1. ARES Emergency Coordinator (EC)

The Emergency Coordinator has primary responsibility for and control of all functions for activities under ARES. This includes liaison/mutual aid agreements with other EC's from adjacent counties and recognized groups with established MOU's. Assistance EC's are assigned by the ARES EC as needed to coordinate:

- a. Emergency HF, VHF and UHF Radio operations and NET's
- b. REACT/Citizen's Band Radio operations and liaison
- c. Severe Weather SKYWARN and emergency shelter operations
- d. Mobile equipment readiness and periodic checks
- e. Training specific to ARES functions
- f. ARRL Simulated Emergency Tests (SET's)
- g. Amateur Position Reporting System (APRS) tracking

2. RACES Radio Officer (RO)

The Radio Officer has primary responsibility for and control of all functions for activities under RACES. This includes liaison/mutual aid agreements with other RO's from adjacent counties and member badging approvals. Assistant RO's are assigned by the RACES RO as needed to coordinate:

- a. Emergency HF, VHF and UHF Radio operations and NET's
- b. MARS HF operations and Liaison
- c. Hurricane SKYWARN and disaster shelter operations
- d. W4OT station equipment readiness and periodic checks
- e. Training specific to RACES functions

- f. County/State emergency drills and exercises
- g. County 800 MHz radio system backup operations

3. EC and RO Shared Duties

Shared functions common to ARES and RACES operations include shelter radio equipment readiness, liaison with shelter managers, orientation of new shelter radio volunteers to shelter operations, training common to all amateur radio operators, EM 2000 Message Center operations and membership application reviews.

4. Public service events not under the ARES or RACES umbrella (SunRunners, 10K races, Senior Good Life Games, March of Dimes Walks, etc.) are to be handled by volunteers from the Vero Beach Amateur Radio Club. These are club events and are covered under the club's liability insurance.

5. ARES/RACES Member Duties

- a. During communications for emergencies and disasters, the duty of the volunteer communicator is to accurately communicate the message provided by the served agency as written and to accurately copy the reply from the addressee as sent. At all times, should a conflict arise between a volunteer member and a served agency, contact the EC or RO with the specifics for resolution with the served agency. The EC or RO is the liaison between the parties involved.
- b. Follow the instructions of the Net Control Operator at all times.
- c. Duty roster personnel covering specific functions and key positions are responsible for those functions and positions and to keep the EC or RO informed of status changes and problems.
- d. If an activation is made, **Responders** should follow the instructions for response. If mobile and stopped by a law enforcement roadblock, inform the officer of your activation and response duty, present your county Volunteer ID badge and request passage through the roadblock. If unable to

proceed due to safety considerations or refusal by the officer, move away from the roadblock and contact the EC or RO on the coordination net frequency and advise of the problem. The EC or RO will resolve the issued with county emergency management officials to allow passage, advise of an alternate route to your assigned destination or revise the initial instructions.

- e. If an activation is made, Home Station Operators should monitor the net frequency for information and instructions pertaining to the emergency. If you are mobile at the time and encounter a roadblock, present your Volunteer Id badge or FCC Amateur Radio License and inform the officer that you are an amateur radio operator heading home for radio communications duties with the county. Contact Net Control if a problem arises (see above).
 - f. Additional member duties include maintenance of personal communication and backup power equipment for ready use, provide inputs and feedback to the EC/RO on program operations and deficiencies, attend scheduled training, and participate in scheduled drills/exercises and weekly practice Nets.
 - g. Those volunteering to fill a specific function or a desired operating location (i.e., MARS operator, CB Radio operator, Special Needs Shelter operator, hospital volunteer communicator, etc). Are placed on the duty roster for that function. The list is maintained on file at the W4OT station for reference.
6. (County) Emergency Management Coordinator
- a. The Emergency Management Coordinator makes the initial notification call of an event to the EC/RO and provides information pertaining to an emergency in progress and the severity and extent of impact, if known. If phones are down or overloaded, initial contact means include pagers and public radio or television broadcasts.

- b. The Emergency Management Coordinator may request activation (call-up) of volunteer communicators immediately or advises EC/RO to put communicators on notice for an expected need.
- c. The will determine if a RACES activation is being made.
- d. At the beginning of any activation, the Emergency Management Coordinator will notify local law enforcement dispatch that badged county Volunteers and FCC-licensed amateur radio operators will be mobilizing to provide emergency communications and to allow them quick passage through any roadblock where it is safe to do so.

IV. CONCEPT OF OPERATION

A. Basic Policies and General Principles

In the event of manmade or natural emergencies, the Emergency Services emergency communications systems adhere to policies and principles as follows:

1. Common Carrier (telephone) is the primary system for intra-county communications. The Amateur or Citizens Band Radio Systems are used for common carrier backup.
2. In addition to normal duties, each County department/agency has an assigned Emergency Management communications' responsibility as follows:
 - (1) **I.R. County Sheriff's Office**
 - Communications for law & order
 - Radiological defense (RADEF)
 - Other emergencies/disasters as needed
 - (2) **I.R. County Emergency Services' Fire Division**
 - Communications for Fire/Rescue
 - Debris clearance
 - Engineering

- Other emergencies/disasters as needed
- RADEF

(3) I.R. County/City Public Works

- Communications for Engineering
- Debris Clearance
- Other emergencies/disasters as needed
- RADEF

(4) Other units of County government

- Emergencies or disasters as needed

(5) Radio Amateur Civil Emergency Service (RACES) Communications

- Command or control system nature to District, Area or State level as required.
- Communications from shelter to shelter (including the Special Needs Shelter), shelter to EOC and from EOC to assigned command or control points

(6) Citizens Band Radio Service

- Provide back-up communications from shelter to shelter, shelter to EOC and among assigned control points

(7) Emergency Alert System Communications

- Outlined in the Operational Area Emergency Alert Plan maintained on file in the Department of Emergency Services.

3. Local government maintains mutual aid pacts with the bordering counties. The agreements consist of providing available communication resources to another county when needed.

4. The Vero Beach Amateur Radio Club is comprised of volunteers organized into the Amateur Radio Emergency Service (ARES) who will supplement members of the RACES program.
5. Radio drills by the RACES, ARES and CB groups are conducted on an as-needed basis.
6. All radio equipment is checked periodically, as necessary.
7. Certain test equipment is available for the Communication's Officer when additional exercises are required. The Indian River County vendor, Communications International, Inc., agrees to provide communications' repair support during emergencies.

B. General Call-up Information

1. ARES is self-activated by the ARES Emergency Coordinator for drills and simulated emergency tests, for assistance to those groups with MOU's when requested and any event where RACES is not activated by county emergency management. Emergency management may request and ARES activation to support a local event by contacting the EC (or the RO if absent). A brief description of the communications need for the event is given to the EC at this time.
2. RACES is formally activated by a county or state emergency management official through the RACES RO. RACES would be activated during any situation where established radio communications capabilities may be threatened, damaged or overloaded and backup communications means have been determined necessary by local/state government to supplement existing communications links. RACES only serves emergency management communications needs. The following are periods where RACES could be activated by emergency management:
 - a. nuclear plant exercises; county or state drills
 - b. nuclear plant accident, nuclear detonation, nuclear attack
 - c. hospital emergency, storm disaster shelter operations
 - d. bomb threat, terrorist attack, sabotage to communications facilities
 - e. international tensions, act of or declaration of war
 - f. other situations as deemed necessary by county/state

emergency management to restore, maintain or improve existing communications links

3. When ARES is activated, the EC has primary command and control responsibility for the operation and the RACES RO functions as the Lead Assistant to the EC. If the situation escalates and RACES is formally activated, the RO is already briefed via involvement as Lead Assistant and assumes primary command and control responsibility. The ARES EC then functions as Lead Assistance to the RO. When RACES operations are formally secured by county emergency management, the RO secures the communicators and station, debriefs with emergency management personnel and reverts to Lead Assistant to the EC. The EC resumes control and continued any necessary follow up operations under ARES.
4. Calling Up Volunteer Communicators
 - a. The process to activate ARES or RACES for emergency or disaster communications starts with a phone call from the county Emergency Management Coordinator, or his designee, to the ARES EC or RACES RO. The phone call will include a brief description of the event expected or in progress, severity and impact if know, and if ARES/RACES activation is needed immediately (within two hours) or request operators be notified and placed on standby for a later expected call.
 - b. Phone/pager numbers of the ARES EC, RACES RO and their respective backups are listed on the duty roster in the W40T station for reference. Broadcast radio and television/cable announcements may also be made by emergency management to provide group notification of an unusual event and to facilitate expected call ups of amateur responders.
 - c. After notification, the EC/RO will activate the appropriate response group. The EC/RO may initially go to the EOC and initiate a resource net to facilitate responder activities, establish home station operators and a communications link to adjacent counties for mutual aid or information exchange.

5. Standing Down from Activation

When volunteer emergency communications are no longer deemed necessary, the emergency management designee will give the EC/RO a notice to secure communications. Volunteer communicators are secured in an orderly fashion by the EC/RO who notifies emergency management when completed.

C. Emergency Power

The Indian River County EOC communications' equipment has adequate emergency power and fuel to operate for sustained periods of time if public utilities are interrupted.

D. Execution

When Emergency Services personnel are activated due to manmade or natural causes, the communication groups operate in accordance with established procedures set forth in this Plan.

E. Time

Local will be used for Emergency Management Operations except when otherwise directed. Greenwich Mean Time (GMT/ZULU) may be used by the Florida Division of Emergency Management (FDEM) Communications for message traffic.

F. Frequencies

There are RACES/ARES networks established for Indian River County with frequencies and purposes assigned as follows:

1. Frequencies Utilized

a.	Repeater (Primary)	146.040/146.640 MHz
	Repeater (Alternate)	144.530/145.130 MHz
b.	Liaison Net - St. Lucie	146.175/146.775 MHz
		145.590 MHz (Alternate)
c.	Liaison Net - Brevard	146.250/146.850 MHz
		145.230 MHz (Alternate)

- d. Area Operational 145.440 MHz (Primary)
- e. Dist./Area Net 3.940 MHz (Primary)
- f. Dist./Area Net 7.242 MHz (Alternate)

Notes:

- a) Repeater frequencies are shown as Transmit/Receive.
- b) Other amateur band frequencies may be assigned as needs of the emergency require.

2. Frequencies Purpose

- a. The Command Net frequencies are used for communications with stations located in communities within Indian River County.
- b. The District Operations Net Frequency is used for communications with the District II Office in Rockledge.
- c. The Liaison Net frequencies are used for Mutual Aid with St. Lucie County and Brevard County.
- d. The Dist./Area Net is used for communications with the District or Area Offices upon specific Area Office authority.

G. Net Control Station

The Net Control Station Call Sign is W4OT. The station trustee is Richard Jackson, Call Sign AB4AZ. It is located at the Indian River County EMERGENCY OPERATIONS CENTER (EOC), 1840 25th Street, Vero Beach, Florida. The net operates under the station call sign regardless of location. Any alternate assuming control of the Net is designated by the Net Control Station.

H. Alternate Fixed Stations

The addresses of alternate fixed stations are as follows:

- 1. **NR2K** Alfred Smith
1425 14th Court
Vero Beach, Florida 32960

2. **N2GBI** Russell McConnell
 542 Breakwater Terrace
 Sebastian, Florida 32958

3. **W4DKB** David Brower
 W4STB Sharon Brower
 736th 34th Terrace
 Vero Beach, Florida 32968

4. **KF4DQY** Chris Myers
 7104 Eden Road
 Ft. Pierce, Florida

I. Number of Stations

The estimated number of portable and mobile stations of the Indian River County RACES group is thirty (30).

V. **DIRECTION, COORDINATION & CONTROL**

- A. Direction, Coordination and Control of Communications during an emergency or disaster situation are supervised by the Communication's Officer.

- B. The Emergency Services Director, and/or his designee, is responsible for the organization, administration and direction of Emergency Management activities; subject only to the Direction and Control of the Board of County Commissioners.

VI **INDIAN RIVER COUNTY HURRICANE EMERGENCY PLAN FOR:
RADIO AMATEUR CIVIL EMERGENCY SERVICE (RACES):**

A. **INTRODUCTION**

The Indian River County Radio Amateur Civil Emergency Service (RACES) is composed of F.C.C. licensed Amateur Radio operators who have voluntarily registered their capabilities and equipment for use in public service and emergency communications.

B. **PURPOSE**

1. A major responsibility of the Indian River County RACES is to provide radio communications in the event of a regional disaster such as a tropical storm or hurricane. RACES will be the primary source of emergency communications from the Indian River County EOC to the Red Cross hurricane shelters, control points, command centers, municipalities and other agencies.
2. Under federal regulations, the contents of all messages handled by RACES **are not to be divulged** to unauthorized persons and such public service communications are furnished without compensation of any type.
3. An additional responsibility of the Indian River County RACES is to establish and maintain communication with the adjacent counties in our area, as well as with the State and National agencies.
4. Various agencies within Indian River County will be served during a communication emergency. The assignments will be made by the Emergency Services Director, and/or his designee.

C. **CONCEPT OF OPERATION**

1. NOTIFICATION/SET-UP

- A. Monitor radio, television and weather net (146.175/147.775) daily for tropical weather updates. The Monday night Emergency Net of Indian River County RACES on 146.040/146.640 mhz (or alternate: 144.530/145.130) is also another source of storm information.

- B. When requested by the Emergency Services Director, and/or his designee, the RACES telephone tree and Emergency net will be activated. All members are to check in to the net as soon as possible and the NCS will report membership status to the Communication's Officer or Acting Communication's Officer.
- C. When directed to open the EOC, hurricane shelters, or other control points the communicators will:
 - a. Secure their personal property.
 - b. Pick up shelter equipment (Attachment #3).
 - c. Report to the EOC, Shelter, Red Cross Headquarters, or other assigned control point.
- 2. Report to the shelter manager, or EOC manager when you arrive. Set up the radio equipment and conduct a radio test with the NCS. Arrange the writing materials so they are at hand when needed, and inform the shelter manager that you are set up.
- 3. There will be no emergency antenna or power at any one of the hurricane shelters, so it is important you take everything with you. Make sure you test your shelter equipment before you are called to the shelter.
- 4. Report to the NCS when the shelter and the radio station is operational.
- 5. **IMPORTANT!** All communications will originate or be directed to the shelter manager, or EOC. **Do not transmit at any other time.**
- 6. The NCS will have complete control of the nets. The NCS will move stations to other frequencies when needed to maintain a smooth flow of messages. **Always check in and out with NCS**
- D. DURING A HURRICANE
 - 1. Hurricane communications will run through three (3) phases, the pre-storm, storm and post-storm (recovery). The **pre-storm** phase consists of the activation of hurricane shelters and their communications. During the **storm**, the EOC will be checking on

the status of condition of each of the shelters. During **post-storm** (recovery), communications will fall into two types:

- a. damage assessment
 - b. health/welfare messages
2. The shelter manager is responsible for all formal messages from the hurricane shelter. The Red Cross Director or a representative, will be responsible for all formal messages from the Red Cross Headquarters (HQ). The Emergency Services Director, and/or his designee, will be responsible for all formal messages from the EOC. **Have the shelter manager sign the message form before transmission.**
 3. The message form that will be used in the shelters is the Indian River County Emergency Operation Message Form (See Attachment #8).
 4. The message form that will be used to send messages into the National Traffic System (NTS) will use the standard ARRL Radiogram (See Attachment #9).
 5. All incoming and outgoing communications between the communication's room and the EOC will utilize the EM2000 database software. The Indian River County Emergency Operation Message Form will still be available as a back-up logging system as well as a tracking mechanism for locations other than the EOC (Red Cross HQ, Shelters, etc.). The radio log is used to keep track of not only radio traffic, but any problem or events that happen at your location. Radio traffic includes who you talk to and when, it's also the place to write down problems (i.e., the manager wants the radios in a room too far away to be useful).

Write comments as short possible and place all time in the twenty-four (24) hour format:

Midnight	=	0000
6:00 a.m.	=	0600
Noon	=	1200
6:00 p.m.	=	1800
11:00 p.m.	=	2300

6. When passing messages, first check in with the NCS to list your traffic and it's destination. The NCS will then make contact with the shelter, EOC, or Red Cross Headquarters that your message is going across. Then the NCS will assign to a frequency to pass your message on, **remember** to check in and out of the net with the NCS **REMEMBER NCS HAS CONTROL OF THE NET, PLEASE LISTEN TO AND OBEY ALL INSTRUCTIONS GIVEN BY THE NCS!**
7. To prevent the EOC or shelter from being burdened by the use of HF equipment, we will utilize EOS. These are home stations which have emergency antennas and power. The function of the EOS will be to:
 - a. take over any excessive HF traffic loads at the EOC and shelters
 - b. forward and receive the health and welfare messages from the NTS
8. When either an EOS or shelter has a message to pass into or out of the **NTS ONLY!** they will contact the NCS at the EOC for a simplex frequency to use. The NCS will assign them to a simplex frequency, and both stations will check out to that frequency and back to the NCS when completed with the message.

E. AFTER THE HURRICANE

1. After the hurricane has diminished, RACES members will be called on to help in the assessment of damages in Indian River County. First the condition and status of the shelters will be checked. Then the county will be surveyed for medical, fire department, law enforcement, power and telephone line damages, building and structure damages, and others as the need arises.
2. A secondary responsibility will be passing health and welfare messages for the residents of Indian River County. These are both incoming and outgoing messages about the health and where about of individuals, families. The EOS will help in the transmission and receiving of these types of messages.
3. Once the emergency has passed and the shelter manager requests for and receives permission to close the shelter, you may check out with the NCS and disassemble your station. Keep monitoring

the 146.040/146.640 repeater (144.530/145.130 alternate), or 146.640 simplex for any information. Keep **ALL** messages and log sheets and return them to the EC or Alternate EC as soon as possible.

- a. **Primary Net frequency** will be 146.040/146.640 MHz with 146.640 mhz simplex back up.
- b. **Secondary frequencies** are for the purpose of passing messages and are assigned to the NCS The following frequencies will be used:

Primary: 144.530/145.130 MHz

Simplex Secondary: 145.130 MHz

- c. NCS will be at the Indian River County EOC during a hurricane. At the beginning of the storm or during call up process, NCS can be any station designated by the Communication's Officer or Assistant Communication's Officer.

VIII. **STATE COMMUNICATIONS PLAN FOR:
RADIO AMATEUR CIVIL EMERGENCY SERVICES (RACES):**

A. **AUTHORITIES**

1. FEDERAL

- Federal Communications Commission Rules and Regulations, Part 97, Subpart F
- Federal Emergency Management Agency (FEMA) CPG 1-6

2. STATE

- Florida Statutes, Chapter 252
- Executive Order Number 80-29
- State Comprehensive Emergency Management Plan;

B. **PURPOSE OF PLAN**

The purpose of the State Radio Amateur Civil Emergency Services (RACES) Communications Plan is to establish a command, control, and administrative network, serving the State of Florida through the sixty-seven (67) counties. The State RACES communications network will function in accordance with the Federal Communications Commission (F.C.C.) Rules and Regulations, Part 97, Subpart F - Radio Amateur Civil Emergency Services.

C. **DEFINITIONS**

1. ***Florida Division of Emergency Management (FDEM)***

The FDEM the responsible state agency for carrying out the provision of the State Emergency Management Act; for preparing plans and programs for emergency management; and, for directing and controlling communication systems during pending or actual emergencies, as required by state law.

2. ***State RACES Officer***

The State RACES Officer is designated by the Director of FDEM and coordinates RACES activities within the State of Florida and with other states.

3. ***State RACES Net Control Officer***

The State RACES Net Control Officer is a civilian designated by the State RACES Officer. The Net Control Officer conducts RACES tests and coordinates traffic when requested by the State RACES Officer.

4. ***State RACES Communicators***

The State RACES communicator shall be at, or in direct communication with, the Indian River County Emergency Operations Center (EOC). The selected representative designated by the county will participate in the statewide tests conducted Monday through Friday. (Only one communicator will represent the county during each test.)

5. ***Indian River County Department of Emergency Services***

The Indian River County Department of Emergency Services is the responsible local government agency designated by the State Emergency Management Act to serve an entire county in support of the state and county Comprehensive Emergency Management Plans (CEMP) and programs.

6. ***Radio Amateur Civil Emergency Services (RACES)***

A radio communication service conducted by volunteer licensed amateur radio operators, providing emergency radio communications to county or state emergency management organizations.

7. ***Federal Emergency Management Agency (FEMA)***

FEMA is the Federal agency responsible for coordinating emergency requests made by the State.

D. CONCEPT OF OPERATION

1. The Florida RACES Plan is divided into two (2) levels. These levels are the State RACES Plan and the County RACES Plan.
2. The State RACES Plan provides a mechanism for activation of a radio network, normally by high frequency single side band, between the State Emergency Operations Center (SEOC) and the County Emergency Operations Center (EOC).
3. The Indian River County RACES Plan provides a mechanism for activation of a radio network, within the county. Transmissions from predetermined locations in the county are passed to the EOC, normally on the two-meter amateur radio frequency range.
4. The State RACES Officer or his/her alternate, as a representative of FDEM, coordinates RACES activation within the State and with other States.
5. The State RACES Net Control Officer, or his/her alternate, assists FDEM State RACES Officer by conducting statewide tests, and coordinating priority of message handling on the State RACES net.

E. FLORIDA RACES STATE NET FREQUENCIES

1. STATE NET FREQUENCIES TO BE USED ARE

Primary	3.940 MHz-LSM
1st Alternate	7.242 MHz-LSB
Local Area Use	14.235 MHz-USB

2. The FDEM RACES Communicators shall use the lowest frequency practical for reliable communications with the SEOC.
3. The FDEM RACES Communicators in those counties close to the SEOC may use the 147.12 MHz frequency to pass emergency traffic.

F. STATE NET RACES ROSTER

The State RACES Officer shall maintain a State Net RACES roster. This roster shall include the names and call signs for State RACES Communicators which represent each of the counties and the SEOC.

G. PURPOSE OF PROCEDURES

The purpose of this document is to explain the concept of operations of the Radio Amateur Civil Emergency Services (RACES). A RACES network is needed to supplement other emergency management communication systems. During natural or technological emergencies, it is essential that all channels of communication be available, including a recognized amateur radio network, to handle communications within the State of Florida, and with other states and federal government agencies.

H. SCOPE

The scope of these procedures includes responsibilities of agencies and personnel operating the RACES network at the state and local government levels.

I. RESPONSIBILITIES - FLORIDA DIVISION OF EMERGENCY MANAGEMENT (FDEM)

1. FDEM is the designated coordinator of the Radio Amateur Civil Emergency Services (RACES) Plan. It will maintain data and make necessary changes or modifications to the Plan. The Division will also be liaison between Florida county governments and the federal government.
2. The FDEM Director has the authority to activate the statewide RACES network.
3. The State RACES Officer is responsible for:
 - a. Coordinating message traffic and maintaining net control while the network is activated;
 - b. Assuring that a roster of RACES members that are registered by County Directors is maintained by the Division;

- c. Assuring operating procedures are followed;
- d. Conducting regular tests statewide in compliance with F.C.C. rules and regulations; and
- e. Assuring that operations capability is maintained at the SEOC and the alternate SEOC.
- f. Selecting State RACES communicators for the SEOC.

J. RESPONSIBILITIES - INDIAN RIVER COUNTY DEPARTMENT OF EMERGENCY SERVICES

The Indian River County Department of Emergency Services Director, and/or his designee, shall develop and operate a county RACES program by:

- 1. Designating a F.C.C. licensed amateur radio operator as the county RACES coordinator;
- 2. Selecting and registering county RACES members to operate in the county network.
- 3. Providing to FDEM with a list of members in the county RACES network;
- 4. Assuring that the county RACES network is operated in compliance with applicable F.C.C. rules and regulations, and with state and county operating procedures;
- 5. Selecting at least one (1), but not more than five (5), State RACES communicators who will participate in the daily statewide RACES tests.

NOTE:

Only one (1) communicator per county shall answer for the county each day.

- 6. Activating the county RACES network when a need exists for emergency communication within the county. (FDEM approval is not required, but the State shall be notified of county RACES activation).

J. ACTIVATION CRITERIA

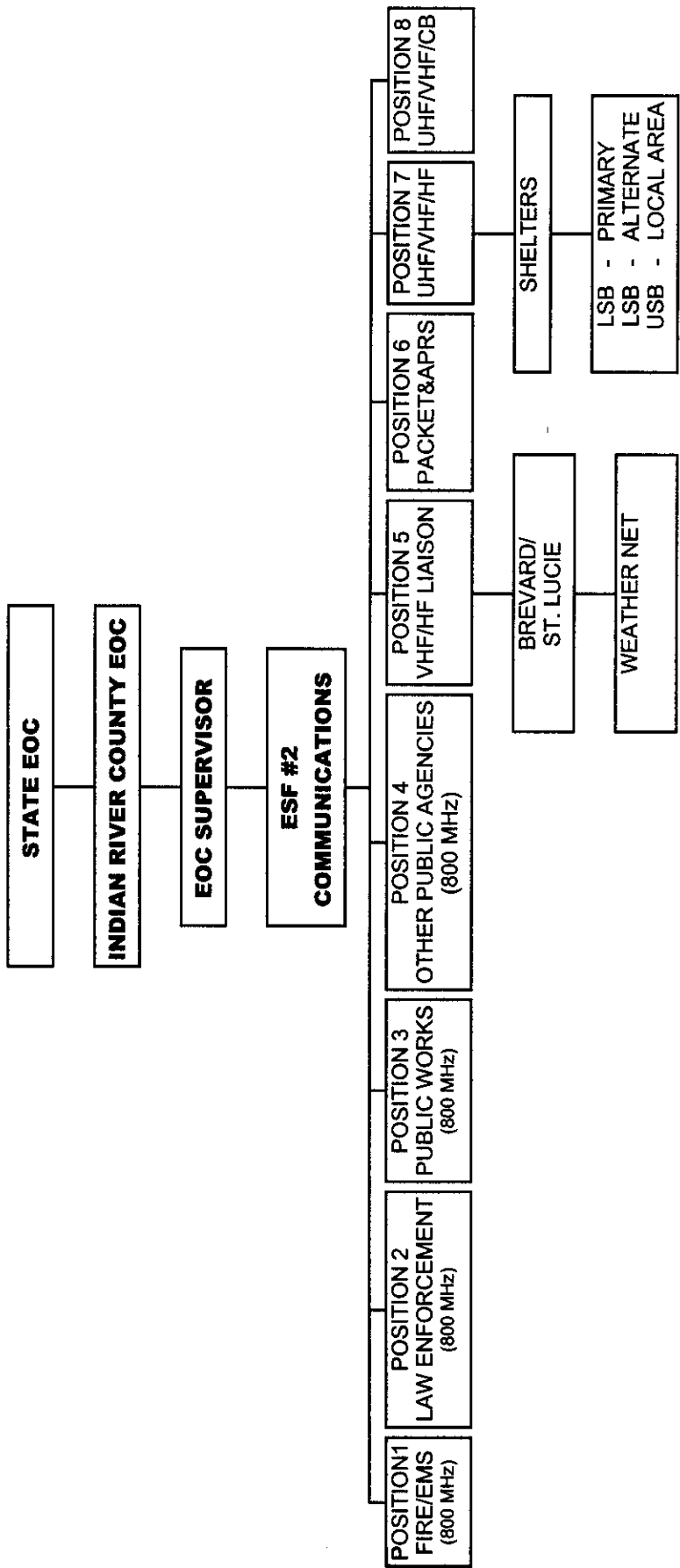
FDEM may activate any part of the statewide RACES network when:

1. A local, regional, or statewide emergency situation necessitates the need for alternate communications links;
2. A county requests activation to support local emergency operations;
3. A county shall activate RACES when directed by the state for the purpose of improving the exchange of information between the state and county or counties experiencing an emergency; or
4. A county may activate RACES when an emergency within the county necessitates the need for alternate communication links to improve response capabilities and assure information flow within the county.

K. TESTING & ROLL CALLS

1. A statewide test of the RACES network will be conducted by FDEM or (as requested by the State RACES Officer) by the State Net Control Officer at 10:00 a.m. (**daily**), Monday through Friday, to verify the operational capability of the network.
2. The Indian River County RACES/ARES shall conduct a weekly net, or more frequently if appropriate, of its members.

INDIAN RIVER COUNTY RADIO COMMUNICATIONS



Attachment #2

EMERGENCY ALERT STATIONS - RADIO

WGYL	93.7 FM
WTTB	1490 AM

EMERGENCY PUBLIC BROADCAST STATION - TELEVISION

WTVX	Channel 34
WPEC	Channel 12
WPTV	Channel 5
WPBF	Channel 25

NOAA WEATHER RADIO

Ft. Pierce	162.425 MHz
Melbourne	162.550 MHz
West Palm Beach	162.400 MHz
Belle Glade	162.475 MHz

MARINE RADIO

Channel 13 (Weather Alert)	157.100 MHz
Channel 16 (Emergency)	156.800 MHz

AMATEUR RADIO FREQUENCIES

Emergency Net of Indian River County	146.640 MHz-600
"Backup"	145.130 MHz-600
St. Lucie Repeater Net	146.775 MHz-600

State of Florida

ARES/RACES

3.940 MHz-LSB
7.242 MHz-LSB
14.150 MHz-USB
14.325 MHz-USB
14.375 MHz-USB

CB

Channel 9	27.065 MHz
Channel 19	27.185 MHz

GULF COAST HURRICANE NET	3.935 MHz-LSB
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MARINE MOBILE NET	14.300 MHz-USB
HURRICANE NET TO NATIONAL HURRICANE CENTER	14.325 MHz-USB
INTERNATIONAL AMATEUR RADIO NETWORK (IARN) (for health and welfare messages)	14.275 MHz-USB 7.253-MHz 3.9905-MHz
CIVIL AIR PATROL (FL-078)	148.150 MHz 148.125 MHz

Attachment #3

SHELTER EQUIPMENT AND PERSONAL GEAR CHECK LIST

The following is a recommendation for the items you will need in a hurricane shelter. Each person is different in many ways, so please feel free to add to the list to meet your needs. It is possible to be at a shelter for several days and it will be difficult to obtain the needed materials during a storm, so **PREPARE EARLY!**

1. **ARES/RACES** identification card.
2. A copy of your F.C.C. Amateur Radio Operator License.
3. 2-meter amateur radio gear.
 - a. 2-meter radio
 - b. antenna (mobile or emergency)
 - c. batteries
 - d. extra batteries
 - e. jumper cable with connectors for your radio - so you can connect your car battery to your radio. A car battery can supply a 2-meter radio on low power with head phones for several days
 - f. microphone
 - g. headphones
 - h. spares fuses
 - i. patch cords
 - j. SWR meter
 - k. extra coax
 - l. roll of sturdy string
4. **Writing Gear**
 - a. pens, pencils
 - b. eraser
 - c. Communicators Notebook, which includes:
 - ✓ Indian River County ARES/RACES Emergency Operation Message Forms
 - ✓ Indian River County ARES/RACES radio log
 - ✓ A.R.R.L. message forms
 - ✓ Indian River County ARES/RACES Hurricane plan
 - ✓ Duties of a communicator
 - ✓ paper

- d. clipboard
- e. hurricane map
- f. map of Indian River County and State of Florida

5. Personal Gear

- a. cooler with 1-3 days of food and water
- b. 1-3 days of clothes, pack them in plastic, so they will not get wet
- c. throat lozenges
- d. aspirin/personal medicines
- e. foul weather gear
- f. mess kit with cleaning supplies
- g. first aid kit
- h. sleeping bag and pillow
- i. toilet articles
- j. mechanical alarm clock
- k. flashlight with extra batteries
- l. extra prescription glasses
- m. moist towellettes

6. Tool Box

- a. screwdrivers
- b. pliers
- c. socket wrenches and an adjustable wrench
- d. electric tape
- e. solder
- f. Volt-Ohmmeter
- g. 12/120 volt soldering iron (remember there may not be power at the shelter)

Attachment #4

PRIMARY DISASTER SHELTERS

All shelters, EOC, Red Cross Headquarters, control points, etc. will be assigned a unique tactical name descriptive of it's nature or location, to make contacting quicker and easier. For example, the first three shelters listed below are given the designations "Fellsmere", "Glendale School", "Gifford Middle" and so on. Call-sign of the operator will be given at the end of the contact period.

	DESIGNATION
Oslo Middle School 480 20 th Ave. SW Vero Beach, Florida 32962 Phone: 564-3980	"Oslo"
Fellsmere Elementary School 50 North Cypress Street Fellsmere, Florida 32948 Phone: 571-0110	"Fellsmere"
Gifford Middle School 2726 45th Street Vero Beach, Florida 32967 Phone: 564-3607	"Gifford Seven"
Glendale Elementary School 4940 8th Street Vero Beach, Florida 32966 Phone: 778-4687	"Glendale Schl"
Highlands Elementary School 500 20th Street, S.W. Vero Beach, Florida 32962 Phone: 778-1622	"Highlands"
J.A. Thompson Elementary 1110 18th Avenue S.W. Vero Beach, Florida 32962 Phone: 562-7010	"Thompson"

**PRIMARY DISASTER SHELTERS
(continued)**

	DESIGNATION
Pelican Island Elementary School 1355 Schumann Drive Sebastian, Florida 32958 Phone: 589-5425	"Pelican"
Sebastian Elementary School 400 County Road 512 Sebastian, Florida 32958 Phone: 589-1966	"Seb. Elem."
Sebastian River Middle Junior High School 9400 County Road 512 Sebastian, Florida 32958 Phone: 589-8994	"Seb. River"
Vero Beach Freshman Learning Center 1507 19th Street Vero Beach, Florida 32960 Phone: 567-2588	"Vero Junior"
Vero Beach Senior High School 1707 16th Street Vero Beach, Florida 32960 Phone: 778-7000	"Vero Senior"
Sebastian River Middle School (Special Needs Shelter) 9001 90th Avenue Sebatian, Florida 32958 Phone: 564-4170	"Special Needs"

Attachment #5

SECONDARY DISASTER SHELTERS

	DESIGNATION
First Church of God 1105 58 th Avenue Vero Beach, Florida 32966 Phone: 562-2256	"Church God"
First Presbyterian Church of Sebastian 1405 Louisiana Avenue Sebastian, Florida 32958 Phone: 589-5656	"Presbyterian"
First United Methodist Church 1750 20th Street Vero Beach, Florida 32960 Phone: 562-1900 or 567-2828	"Methodist"
Gifford Community Center 4855 43rd Avenue Vero Beach, Florida 32967 Phone: 567-1435	"Gifford Ctr."
Glendale Baptist Church 740 27th Avenue Vero Beach, Florida 32968 Phone: 562-4848	"Glen. Baptist"
Indian River Community College Mueller Center 5880 Lundburg Road Vero Beach, Florida 32966 Phone: 569-0333	"Mlr.Ctr. IRCC"
King's Baptist Church 3235 58th Avenue Vero Beach, Florida 32966 Phone: 567-5850	"Kings Baptist"

**SECONDARY DISASTER SHELTERS
(continued)**

	DESIGNATION
St. Helen Parish Center 2050 Vero Beach Avenue Vero Beach, Florida 32960 Phone: 562-5954 or 562-4273	"St. Helens"
St. Sebastian Catholic Church 13075 U.S. Highway 1 Sebastian, Florida 32958 Phone: 589-5790	"St. Sebastian"
Tabernacle Baptist Church 100 Old Dixie Highway Vero Beach, Florida 32962 Phone: 567-0720	"Tab. Baptist"
Truth Tabernacle Baptist Church 25 27th Street Vero Beach, Florida 32968 Phone: 567-4297	"Truth Taber."

Attachment #6

INDIAN RIVER COUNTY
DEPARTMENT OF EMERGENCY SERVICES
APPLICATION FOR VOLUNTEER SERVICE

DATE: _____ DIVISION: RACES Volunteer

NAME: _____ CALL SIGN: _____

ADDRESS: _____

PHONE#: _____ DATE OF BIRTH: _____

HEIGHT: _____ SEX: _____ RACE: _____ HAIR COLOR: _____

EYE COLOR: _____ SOCIAL SECURITY #: _____ - _____ - _____

DRIVERS LICENSE #: _____ WEIGHT: _____

Have you ever been convicted of an offense against the law or forfeited collateral, or are you now under charges for any offense against the law? You may omit: (1) Traffic Violations for which you paid a fine of \$100.00 or less; and (2) Any offense committed before your 21st birthday which was finally adjudicated in a juvenile court or under a youth offender law

YES _____ NO _____

This identification badge remains the property of Indian River County and may only be utilized for official and authorized purposes for the time period shown on the badge. The badge cannot be transferred, loaned, or possessed by any other person.

I understand that I am personally responsible for the badge issued to me and agree to surrender the identification badge to the Director of Emergency Services or his/her designee upon demand, termination of my volunteer service, or upon expiration.

SIGNATURE OF APPLICANT: _____

APPROVED BY: _____

Director of Emergency Services or Designee

BADGE NUMBER: _____ EXPIRATION DATE: _____

**Attachment #8
EMERGENCY OPERATION MESSAGE FORM**

DATE: _____ TIME: _____ MESSAGE NUMBER: _____
TO: _____ RECEIVED VIA: _____ PHONE _____
_____ RADIO _____
_____ OTHER _____
FROM: _____
TEXT: _____

RETURN TO: _____ ACTION TAKEN BY: _____
_____ (INITIALS)
NO ACTION REQUIRED: _____
ACTION TAKEN: _____

COMMUNICATED VIA: _____ TELEPHONE _____ OTHER _____ MESSAGE CONTROL
_____ RADIO _____ REVIEW: _____
_____ (INITIALS)

(FOR OPERATIONS GROUP CHIEF USE ONLY)

POSTING/PLOTTING REQUIRED: _____ YES _____ NO
_____ POSTED/PLOTTED BY: _____
_____ (INITIALS)
FURTHER REVIEW REQUIRED: _____ YES _____ NO
_____ GROUP CHIEF: _____
_____ (INITIALS)

DIRECTIONS:

The Indian River County Emergency Operation Message Form is to be used at all shelters and the EOC. At the EOC there is a message control center and ALL messages coming in or leaving the EOC must pass through there. Any messages received at the EOC are written on this form and sent to message control center.

- a. date - (today's date)
- b. time - (use 2400 hour clock)
- c. message number - (assigned by the message control center)
- c. received - (check appropriate line)
- e. from - (originator of message)
- f. to - (addressee)
- g. make sure message is signed by an authorized person

**THE AMERICAN RADIO RELAY LEAGUE
R A D I O G R A M**

VIA AMATEUR RADIO

NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	PLACE OF ORIGIN	TIME FILED	DATE
--------	------------	----	-------------------	-----------------	------------	------

TO _____ THIS RADIO MESSAGE WAS RECEIVED AT _____

AMATEUR STATION _____ PHONE _____

NAME _____

STREET ADDRESS _____

CITY AND STATE _____

TELEPHONE NUMBER _____

REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING. NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM A.R.R.L. HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CONNECTICUT 06111

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