

SHELTER NET ACTIVATION

1.1 ACS/ARES® SHELTER NET ACTIVATION

If notified by the net manager that evacuation shelters are currently open or scheduled to be open, the assigned NCS for the ACS/ARES® Shelter Net will establish the ACS/ARES® Shelter Net.

1.1.1 Net Control Station Procedures

When notified by the EC/RO or his/her designee that the ACS/ARES® Shelter Net is to be established, the assigned Net Control Station (NCS) for the ACS/ARES® Shelter net will perform the following actions.

- a. Using the announcement script shown below, announce the establishment of the ACS/ARES® Shelter net on the WD4SCD repeater system. The announcement should be repeated once every 30-minutes, traffic permitting.

NOTE: *It is important for the NCS to keep an accurate and up to date record of all network participants, their current location, and ability to mobilize to a deployment site. During an NCS shift change, this information will need to be transferred to the on-coming NCS.*

- b. Following the Shelter Net announcement, use the NCS NET CHECK-IN script shown below to call for net check-ins.
- c. Once net establishment and check-in is complete, the NCS will perform the following actions.
 - (1) If the alternate NCS is not on frequency, contact the Net Manager and request assistance in locating and assigning an alternate.
 - (2) Recruit a net participant to audio tape (record) the net.
 - (3) Repeat the net announcement and request additional check-ins once every 30-minutes, traffic permitting.

1.1.2 Alternate NCS Procedures

The alternate NCS will perform the following actions.

- a. When directed by the NCS, assume temporary control of the net. This may occur when the NCS needs a short break.
- b. Immediately assume the duties of the NCS if the primary NCS encounters a problem that prevents that station from continuing as NCS.
- c. Monitor and copy all bulletins and message traffic passed by the net so that your station can assist with relays if requested to do so by the NCS.
- d. Maintain a duplicate net roster and NCS log.

1.2 PINELLAS ACS NET CONTROL SCRIPT

The following panels contain the NCS script to be used during the net. Please follow the directions listed below when using the script.

- a. The text within quotes should be broadcast to the net as written.
- b. Notes within the script provide additional information to the NCS. They are displayed in **Blue** and should not be broadcast to the net.
- c. The place holders (*Call sign*) and (*Name*) should be replaced with the FCC Call Sign and name of the individual identified in the script.
- d. The **ACTION** statements within the script describe the actions to be performed by the NCS or the station called by the NCS. They are displayed in **Red** and should not be broadcast to the net.

LEVEL 2 ANNOUNCEMENT SCRIPT

“This is (*Call sign*) and I am the Net Control Station for the Pinellas County ACS/ARES® Shelter Net.”

“Pinellas ACS/ARES® is now in at **Activation level 1** and the Pinellas EOC has opened one or more evacuation shelters.”

“Activation Level 1 means that Pinellas County ACS/ARES® has been fully activated.”

ACTION - Announce reason for activation

“Additional information will be provided as it becomes available.”

“The local time is now _____” (**Use 24-hour format**)

“This is a directed net. To participate in this net, you must be a member of ACS/ARES® and your radio must be capable of transmitting a sub-audible tone. Please refer to the Pinellas County ACS Emergency Communication Plan or the ICS 205 for the subaudible tone appropriate for your location.”

“This net is only handling **Emergency** and **Priority** traffic.”

“Any station with **Emergency** traffic please call now.”

ACTION - Acknowledge check-ins by call sign and process traffic as required.

“Any station with **Priority** traffic please call now.”

ACTION - Acknowledge check-ins by call sign and process traffic as required.

LEVEL 2 ANNOUNCEMENT SCRIPT (CONT.)

“Please listen to and follow the directions of Net Control. All stations are asked to remain on frequency until released by net control. If you need to leave the net, please wait for a pause in transmissions, transmit your callsign, wait to be acknowledged, and then request release.”

Note: When first establishing the net, use the NET CHECK-IN SCRIPT shown in the following panel to call for net check-ins.

Note: If this is a periodic (30-minute) announcement, call for additional net check-ins.

END OF SCRIPT

NET CHECK-IN SCRIPT

“This is (*Call sign*). I will now take check-ins for the net. When checking into the net, please provide Net Control with your call sign, tactical call sign, deployment status, and traffic list. Please speak slowly, clearly, and phonetically. Also, please call one at a time and wait for Net Control to acknowledge each station before a new station attempts to check in.

“If the Alternate Net Control Station is on frequency, please call now.”

ACTION - Acknowledge check-ins by call sign

“Stations with a prefix that begins with the letter A (Alpha) or the letter K (kilo) or the letter N (November). Please call now.”

ACTION - Acknowledge check-ins by call sign

“Stations with a prefix that begins with the letter W (Whiskey). Please call now.”

ACTION - Acknowledge check-ins by call sign

“Stations checking in by EchoLink. Please call now.”

ACTION - Acknowledge check-ins by call sign

“I will now take check-ins from all stations. Please call now.”

ACTION - Acknowledge check-ins by call sign

“Not hearing any more stations, we will now proceed with the business of the net.”

1.3 ACS/ARES® DEACTIVATION

Deactivation will occur when the organization requesting ACS/ARES® support notifies ACS/ARES® that its assistance is no longer required. If more than one organization has requested support from ACS/ARES®, full deactivation will not take place until all requesting organizations indicate that support is no longer required.

1.3.1 Net Control Station Procedures

When notified by the EC/RO or his/her designee that ACS/ARES® is being deactivated, the assigned NCS for the ACS/ARES® Shelter net will perform the following actions.

- a. Use the announcement script shown below to announce the ACS/ARES® Shelter net is being deactivated.
- b. The ACS/ARES® Tactical-Resource net will remain active to assist deployed units through the demobilization period.
- c. Once all deployed units have returned from deployment or indicate that they no longer need assistance, the NCS will secure the Tactical Resource net.

ACS/ARES® DEACTIVATION ANNOUNCEMENT SCRIPT

“This is (*Call sign*) and I am the Net Control Station for the Pinellas County ACS/ARES® Shelter Net.”

“The Pinellas County ACS Radio Officer has been directed to **Deactivate** ACS/ARES®.”

“The local time is now _____” (**Use 24-hour format**)

“All members should finalize site activity and communication logs; secure copies of all formal message traffic and ICS documentation; and deliver station records to the Pinellas ACS Admin officer.”

“If you received emergency equipment from the Pinellas County EOC, inventory and return equipment to the logistics officer.”

“The ACS/ARES® Tactical-Resource net, operating on the W4ACS repeater, will remain active until all deployed assets have returned to base and emergency equipment has been returned to the Pinellas EOC.”

“All deployed assets, please change frequency to the W4ACS repeater system, Check-in to the Tactical-Resource net, and notify the Net Control Station when you leave your current location and when you have safely returned home.”

“Net participants operating from home are free to secure.”

“Are there any final questions or comments before I secure the net?”

ACTION - Acknowledge and Address Questions

ACS/ARES® DEACTIVATION ANNOUNCEMENT SCRIPT

“This is (*Call sign*) and I am the Net Control Station for the Pinellas County ACS/ARES® Shelter Net.”

“The local time is now _____” (**Use 24-hour format**)

“I would like to thank everyone for their assistance and participation in the net. All remaining net participants are free to secure.”

“This is (*Call sign*). The net is now closed and the frequency available for normal Amateur use.”

END OF SCRIPT