

## ACTIVATION LEVEL 1

ACTIVATE

### 1.1 ACS LEVEL 1 (ACTIVATE)

This section documents the procedures used by the Net Control Station (NCS) and Alternate NCS during a level 1 activation event. It contains the following six NCS scripts.

- a. [ACS Tactical-Resource Net Activation](#)
- b. [Periodic Net Announcement](#)
- c. [Periodic– Bulletins](#)
- d. [Quiet Period Announcement](#)
- e. [ACS Team Demobilization](#)
- f. [ACS Tactical-Resource Net Deactivation](#)

#### 1.1.1 Trigger Events

Pinellas County Emergency Management will issue an EOC Activation Notice prior to ACS activation. The notice will specify the date and time that the ACS EOC radio room team is required to be on site at the EOC and ready to work.

Pinellas ACS will transition to level 1, activation, when the Pinellas County EOC begins its first operational period that requires the ACS EOC radio room team to be on site at the EOC.

### 1.2 NET CONTROL STATION PROCEDURES

The following procedures will be used by the NCS during an ACS level 1 activation event.

#### 1.2.1 ACS Tactical-Resource Net Activation

At the beginning of the first operational period, the ACS EOC radio room team will assume the role of NCS for the ACS Tactical-Resource net and perform the following actions.

- a. Use the script shown in Section 1.4.1 to announce the establishment of the Tactical-Resource net on the W4ACS repeater system.

***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.*

***NOTE:** Pinellas ACS does not require the NCS or any net participant to create an audio record of net activities. However, individuals may create audio records for personal use or to assist them with event reconstruction and ICS 214 documentation.*

### 1.2.2 Periodic Net Announcements

***NOTE:** Periodic net announcements will not be made during defined quiet periods unless they contain emergency information.*

***NOTE:** The time slot within each hour selected for periodic net announcements should remain consistent throughout the operational period. Whenever possible, the selected time slot should be deconflicted with scheduled State of Florida Emergency Net announcements and PinCo EOC Briefings.*

Once each hour, the NCS will use the script shown in section 1.4.2, to announce the Tactical-Resource net on the W4ACS repeater system.

- a. On **ODD** hours, (e.g., 0700, 0900, 1100, etc.), the NCS will perform a roll call of all deployed ACS teams and request that each deployed team report the status of their site's critical infrastructure.
- b. On **EVEN** hours (e.g., 0800, 1000, 1200, etc.), the NCS will perform a roll call of all deployed ACS teams but will not request status.
- c. At the beginning of each operational period, the NCS will perform the following actions.
  - (1) Send a copy of the ACS Incident Action Plan (IAP) to all deployed teams via email or Winlink.

(2) Brief the net on the contents of the ACS IAP.

d. During each periodic net announcement, request additional net check-ins.

### 1.2.3 Periodic Bulletins

Significant events can occur at any time during a Level 1 activation. When these events occur, use the script in Section 1.4.4 to broadcast information about the event to the net.

### 1.2.4 Quiet Period Announcements

If mission requirements permit, a radio quiet period will be established on the ACS Tactical-Resource net between 2200 and 0700 each day. During this period, the net will only process emergency traffic. All Priority traffic will be routed to the ACS Traffic net. This will enable shelter operators to rest, yet still be available for emergency traffic.

Use the Quiet period script shown in section 1.4.3 to announce the beginning of the quiet period.

### 1.2.5 ACS Team Demobilization

ACS team demobilization will occur when Pinellas County Emergency Management notifies the ACS RO that communication support from an ACS team is no longer required, and it is safe for the team to return home.

Use the ACS Team Demobilization script shown in section 1.4.5 to notify one or more ACS teams that they have been directed to demobilize.

### 1.2.6 ACS Tactical-Resource Net Deactivation

When notified by the ACS RO or the ACS Leadership Team that ACS is being deactivated, the assigned NCS for the ACS Tactical-Resource net will perform the following actions.

- a. Use the announcement script shown in Section 1.4.6 to announce the net is being deactivated.
- b. The ACS Tactical-Resource net will remain active to assist deployed units through the demobilization period.

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- 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.

### 1.3 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.

### 1.4 PINELLAS ACS NET CONTROL SCRIPTS

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

- 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 (*Time*) should be replaced with the FCC Call Sign and of the Net Control Station and the time 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.

#### 1.4.1 ACS Tactical-Resource Net Activation Script

The NCS for the ACS Tactical-Resource net will use the following script to establish the net.

ACS TACTICAL-RESOURCE NET ACTIVATION SCRIPT

“This is (*Call sign*), the Net Control Station for the Pinellas County ACS Tactical-Resource Net.”

“Pinellas County ACS has been activated by Pinellas County Emergency Management.”

“The activation is due to...”

**ACTION** - Announce reason for activation.

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

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

“This is a directed net. Please listen to and follow the directions of Net Control.”

“This net is only handling **Emergency** and **Priority** traffic. All users are requested to keep this frequency clear unless you are an acknowledged member of the net.”

“The ACS Tactical-Resource Net will continue to use the W4ACS repeater system throughout the activation period. However, if this repeater becomes inoperable, the net will move to the WD4SCD repeater. If both repeaters become inoperable, the net will continue operation on the simplex frequency of 146.430 MHz.”

ACS TACTICAL-RESOURCE NET ACTIVATION SCRIPT (CONT.)

“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, 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.”

“I will now take check-ins from members of ACS who are currently deployed or enroute to an ACS deployment site.”

**ACTION** - Acknowledge check-ins by call sign.

“Nothing heard.”

“I will now take check-ins from any ACS member who is available for immediate deployment.”

**ACTION** - Acknowledge check-ins by call sign.

“Nothing heard.”

“I will now take check-ins from Pinellas County municipal EOCs, fire stations, and critical infrastructure sites that have not been previously acknowledged.”

**ACTION** - Acknowledge check-ins by call sign.

“Nothing heard.”

ACS TACTICAL-RESOURCE NET ACTIVATION SCRIPT (CONT.)

“I will now take check-ins from active Community Emergency Response Teams.”

**ACTION** - Acknowledge check-ins by call sign.

“Nothing heard.”

“All stations are requested to continue monitoring this frequency for bulletins and deployment assignments. This is (*Call sign*).”

**END OF SCRIPT**

#### 1.4.2 Periodic Net Announcement Script

The NCS for the ACS Tactical-Resource net will use the following script to periodically obtain status from deployed ACS resources, brief the net on the current ACS IAP, and manage the deployment of additional ACS resources.



PERIODIC NET ANNOUNCEMENT SCRIPT

“This is (*Call sign*), the Net Control Station for the Pinellas County ACS Tactical-Resource Net.”

“Pinellas County ACS has been activated by Pinellas County Emergency Management.”

“The activation is due to...”

**ACTION** - Announce reason for activation.

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

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

“This is a directed net. Please listen to and follow the directions of Net Control.”

“This net is only handling **Emergency** and **Priority** traffic. All users are requested to keep this frequency clear unless you are an acknowledged member of the net.”

“The ACS Tactical-Resource Net will continue to use the W4ACS repeater system throughout the activation period. However, if this repeater becomes inoperable, the net will move to the WD4SCD repeater. If both repeaters become inoperable, the net will continue operation on the simplex frequency of 146.430 MHz.”

PERIODIC NET ANNOUNCEMENT SCRIPT (CONT.)

***Note:** Every two hours, the Net Control Station will request that all deployed ACS stations report the status of their site's critical infrastructure. To simplify the process, status reports will be requested during **ODD** hours (e.g., 0700, 0900, 1100, etc.)*

"This is (**Call sign**). I will now perform a rollcall of deployed ACS stations. Each station is requested to provide net control with a summary of their site's operational status."

**ACTION** – Call, in turn, each deployed station and request that they report the status of the critical infrastructure elements listed below.

1. Commercial Power
2. Back-up Power Generator
3. Public Water and Sewer
4. Landline phone
5. Cell phone
6. Internet
7. Air Conditioning

PERIODIC NET ANNOUNCEMENT SCRIPT (CONT.)

***Note:** During EVEN hours (0800, 1000, 1200, etc.) the Net Control Station will perform a roll call of deployed ACS stations but will not request status.*

“This is (*Call sign*). I will now perform a rollcall of deployed ACS stations.”

**ACTION** – Call, in turn, each deployed station and acknowledge by call sign.

“This is (*Call sign*). I will now take additional check-ins for the net. When checking into the net, please provide Net Control with your call sign, tactical call sign, 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.”

“I will now take check-ins from members of ACS who are enroute to or from an ACS deployment site.”

**ACTION** - Acknowledge check-ins by call sign.

“Nothing heard.”

“I will now take check-ins from any ACS member who is available for immediate deployment.”

**ACTION** - Acknowledge check-ins by call sign.

“Nothing heard.”

PERIODIC NET ANNOUNCEMENT SCRIPT (CONT.)

“I will now take check-ins from Pinellas County municipal EOCs, fire stations, and critical infrastructure sites that have not been previously acknowledged.”

**ACTION** - Acknowledge check-ins by call sign.

“Nothing heard.”

“I will now take check-ins from active Community Emergency Response Teams.”

**ACTION** - Acknowledge check-ins by call sign.

“Nothing heard.”

***Note:** If this announcement corresponds to the beginning of an operational period or shift, brief the net on the contents of the ACS Incident Action Plan.*

“This is (*Call sign*). I will now review the key elements of the ACS Incident Action Plan with the net. The latest ACS Incident Action Plan has been sent to each deployed ACS team via email or Winlink.”

**ACTION** – Brief the net on the following IAP sections:

1. Incident Objectives (ICS 202)
  - a. Operational Period Emphasis
  - b. General Situational Awareness (most recent)

PERIODIC NET ANNOUNCEMENT SCRIPT (CONT.)

2. Assignment List (ICS 204) for each deployed unit (non-EOC)
  - a. Work Assignments
  - b. Special Instructions
3. Safety Message (ICS 208)

“Do I have any questions or comments concerning the ACS Incident Action Plan?”

**ACTION** - Acknowledge questions and comments.

“All stations are requested to continue monitoring this frequency for bulletins and deployment assignments.”

“The next net announcement is scheduled for (*Time*).” (**Use 24-hour format**)

“This is (*Call sign*).”

**END OF SCRIPT**

### 1.4.3 Quiet Period Script

If operational requirements permit, establish a quiet period between 2200 and 0700 using the following script.

#### QUIET PERIOD ANNOUNCEMENT SCRIPT

“This is (*Call sign*), the net control station for the Pinellas ACS Tactical Resource Net.”

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

“The net will now transition to a quiet period. The purpose of this quiet period is to enable shelter operators to get some rest, yet still be available for emergency traffic.”

“From now until 0700 tomorrow morning, only emergency traffic will be carried by the ACS Tactical-Resource net. The EOC will continue to monitor this frequency and the ACS Traffic Net on the WD4SCD repeater. Any **priority** traffic destined for the EOC should be transmitted on the ACS Traffic Net. All shelter operators are requested to monitor this frequency for emergency traffic.”

“This is (*Call sign*), the net control station for the Pinellas ACS Tactical-Resource Net standing by.”

**END OF SCRIPT**

#### 1.4.4 Periodic Bulletins

Significant events can occur at any time during an ACS activation. When significant events occur, use the following script to broadcast information about the event to the net.

##### BULLETIN ANNOUNCEMENT SCRIPT

“This is (*Call sign*), the net control station for the Pinellas ACS Tactical-Resource Net.”

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

“All stations please stand-by for the following bulletin.”

**ACTION – Broadcast the Bulletin to the net.**

“All stations are requested to continue monitoring this frequency for bulletins and deployment assignments. This is (*Call sign*).”

**END OF SCRIPT**

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#### 1.4.5 ACS Team Demobilization Script

ACS team demobilization will occur when Pinellas County Emergency Management notifies the ACS RO that communication support from an ACS team is no longer required, and it is safe for the team to return home.

Use the ACS Team Demobilization script shown below to notify one or more ACS teams that they have been directed to demobilize.



ACS TEAM DEMOBILIZATION ANNOUNCEMENT SCRIPT

“This is (*Call sign*), the Net Control Station for the Pinellas County ACS Tactical-Resource Net.”

“The Pinellas County ACS Radio Officer has been directed to **Demobilize** the following ACS teams.”

**ACTION – List the ACS teams being demobilized. Provide each demobilized team with the date and time the team is authorized to terminate operations.**

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

“All demobilized teams 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 communications equipment from the Pinellas County EOC, inventory and return equipment to the logistics officer.”

“All demobilized team members, please notify Net Control when you leave your current location and when you have safely returned home.”

“The ACS Tactical-Resource net will remain active until all deployed ACS teams have been demobilized, returned home, and communications equipment has been returned to the Pinellas County EOC.”

“This is (*Call sign*).”

**END OF SCRIPT**

#### 1.4.6 ACS Tactical-Resource Net Deactivation Script

Net Deactivation will occur when Pinellas County Emergency Management directs the ACS RO to demobilize all ACS teams and all deployed ACS members have returned from deployment or indicate that they no longer need assistance from the NCS.

The assigned NCS will deactivate the net using the following Script.

ACS DEACTIVATION ANNOUNCEMENT SCRIPT

***Note:** The NCS must keep track of all deployed assets until they have returned home.*

**ACTION – Continue to track deployed assets and assist as required.**

***Note:** Once all deployed assets have returned from deployment or indicate that they no longer need assistance the NCS is free to secure the net.*

“This is (*Call sign*), the Net Control Station for the Pinellas County ACS Tactical-Resource Net.”

“All ACS team have been demobilized, reported home safe, or indicated that they no longer need assistance from the NCS. Do any members of this net require additional assistance or have any questions before I secure the net?”

**ACTION – Provide Aid and Address Questions**

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

“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**

## Record of Changes

| REVISION      | DESCRIPTION   | DATE       |
|---------------|---|------------|
| DRAFT REV (-) | Initial Release   | 09/22/2021 |
| DRAFT REV (A) | <ul style="list-style-type: none"><li>• Major revision. Incorporates lessons learned during Hurricane Ian Activation.</li><li>• Corrected formatting and spelling errors</li><li>• Record of Changes page added.</li><li>• Added trigger events for ACS Level 1 Activation.</li><li>• Added Script for quiet period announcement.</li><li>• Added Script for bulletin announcements.</li></ul>  | 11/07/2022 |
| REV B         | <ul style="list-style-type: none"><li>• Major revision. Incorporates lessons learned during Hurricane Idalia Activation.</li><li>• Corrected formatting and spelling errors.</li><li>• Updated trigger events to align with EOC activation notices. Clearly specify when activation level 1 begins.</li><li>• Eliminated call for general check-ins from all scripts. Only deployed resources, ACS members available for immediate deployment, and critical Pinellas County infrastructure sites will be invited to join the net.</li><li>• Changed all shelter net references to ACS Traffic Net.</li><li>• Added Script for periodic net announcements.</li><li>• Added Script for ACS team demobilization.</li></ul> | 09/29/2023 |