



Pinellas County ACS Emergency Communications Plan and Standard Operating Procedure

31 October 2023 Revision (C)

Abstract

This document defines the comprehensive emergency communications plan and standard operating procedure to be used by all members of Pinellas County ACS during training exercises and activation events.

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Michael Drake
WA1RYQ

FOREWORD

This document defines the comprehensive emergency communications plan and standard operating procedure (SOP) to be used by all members of the Pinellas County (PinCo) Auxiliary Communications Service (ACS) during training exercises and activation events. The document defines the organizational structure of the PinCo ACS; the roles and responsibilities of each ACS office holder; the detailed steps required by all members to mobilize, activate, demobilize, and deactivate ACS; the operational requirements for processing message traffic; and the requirements for record keeping during an activation event.

A detailed description of the networks, frequencies, modes, and contingency plans are also included. Nine event specific deployment scenarios are described in detail.

The completion of the training requirements defined in section six of this document does not by themselves signify that an individual is qualified to support an activation exercise or emergency. Readers should refer to the *Pinellas County ACS Winlink Training Plan* and the *Florida ARRL® Tri-Section ARES® Standardized Training Plan Emergency Communicator Individual Position Task Book* for a complete set of training requirements.

The document is divided into seven sections and six appendices.

Section 1. Scope

Section 2. Applicable Documents

Section 3. Organizational Structure

Section 4. Activation, Demobilization, Reassignment, and Deactivation

Section 5. Operations

Section 6. Training Requirements

Section 7. Bibliography

Appendix A – Acronyms, Abbreviations, and Definitions

Appendix B – Website References

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Appendix C – Radiogram and ICS Standard Forms

Appendix D – Pinellas ACS Tactical Call Signs and Winlink Addresses

Appendix E – Network Operating Procedures

Appendix F – Communications Resource Availability Worksheets

Comments, suggestions, or questions on this document should be addressed to Michael Drake,
WA1RYQ, email: WA1RYQ@arrl.net.

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Record of Changes

REVISION	DESCRIPTION	DATE
REV (-)	Initial Release	01/30/2022
REV (A)	<ul style="list-style-type: none">• Corrected minor formatting and spelling issues.• Updated Version number and date of NIFOG in Section 2.2.• Added EOC Shift Supervisors to Table II.• Updated Table IV to incorporate ICS 213 Incident Name into radiogram.• Updated Figure 8, Figure 9, and Figure 13 to incorporate ICS 213 Incident name.• Corrected error with figure reference, Figure 17, in section 5.2.2.• Updated Section 5.2.1, Site Activity Log, to add additional items to the list of significant events.• Updated description for the ICS 205 Function, Channel Name, and Assignment fields in TABLE C- II. The descriptions now align with the COML and AUXCOMM training material.• Updated Figure C- 6, Sample ICS 205, to align with new definitions in TABLE C- II.• Corrected TX frequency errors in TABLE F- II, W4AFC, and TABLE F- IV, NI4CE.• Deleted Obsolete Repeater, KJ4ZWW, from TABLE F- IV.• Added F-DARN Repeaters to TABLE F- II and TABLE F- IV.• Added TABLE F- V, F-DARN DMR Talkgroup designations.• Added CSQ to Tx Tone/NAC column of APRS Digipeater TABLE F- IX.• Added Daytime Hurricane Watch Net Frequency to TABLE F- XII.• Added COML to list of Abbreviations, Section A.2.	02/15/2022

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REVISION	DESCRIPTION	DATE
REV (B)	<ul style="list-style-type: none"> • Corrected minor formatting and spelling issues. • Updated Version number and date of NIFOG, AUXC PTB, and Winlink Training Plan in Section 2.2. • Corrected Pinellas County email address in Table I. • Update Figure 10, Winlink Message Templates, with a newer version. • Updated the description of ICS 214 blocks 3, 4, and 6. • Added new ICS 214 significant events to section 5.2.1 and Figure 16. • Updated Figure 16 to better align with updated ICS 214 descriptions. • Updated description of ICS documentation in paragraph 5.2.3 that should be retained and delivered to the Pinellas ACS Admin officer at the conclusion of an event. • Changed the Winlink P2P operating frequency in section 5.4.5.2. Also added a requirement that the NCS provide Winlink stations with the call sign of each Winlink digipeater. • Replaced Figure 24. The new figure shows two digipeaters. • Added UTC, NIFOG, and CERT to list of Abbreviations, Section A.2. • Added the W4ACS-10 VARA-FM Wide RMS Gateway and W4ACS-5 Winlink Digipeater to TABLE F- VIII. • Added the W4BCI, W4ELC, and KB4ABE repeaters to TABLE F- IV. • Changed Winlink Tactical Address for Oak Grove Middle School in TABLE D- II from PACS-SHTR15 to PACS-SHLTR25. • Updated the transmit frequency and DCS associated with GMRS repeater WRAF954 in TABLE F- IV. • Added N4PK and NI4CE NXDN repeaters to TABLE F- IV. • Added Fusion Simplex calling frequencies to TABLE F- X and TABLE F- XI. • Updated ICS 205 Function, Channel Name, and Assignment fields in TABLE C- II. 	07/15/2022

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REVISION	DESCRIPTION	DATE
REV (B)	<ul style="list-style-type: none"> Replaced Figure C- 6 with updated example. Updated Winlink Tactical Address for PodRunner 1 and added PodRunners 2, 3, 4, and 5 to TABLE D- III. Updated name of Pinellas County SKYWARN® Operations Plan everywhere in the document. Changed responsibility for creation and maintenance of SKYWARN® plan from SKYWARN® Coordinator to PACS Training Officer. Following the release of Winlink Express version 1.5.38.0, the “//WL2K” is no longer required when specifying message precedence. Additionally, the priority indicator can be placed anywhere within the subject line. The text in section 5.1.5.3, Table VIII, Figure 11, Figure 12, and Figure 15 have all be updated to reflect this change. Deleted requirement to make an audio recording of net activities. Added a note to each section detailing ACS policy on audio recordings. Updated sections 5.3.9 and 5.5.2 to better align with the information contained within the <i>Pinellas County ACS SKYWARN® Operations Plan</i>. 	07/15/2022
REV (C)	<ul style="list-style-type: none"> Corrected minor formatting and spelling issues. Added EOC Winlink Address to Table I for Highlands County. Added SHARES Call signs to Table I for Charlotte, Hillsborough, and Polk counties. Updated staff positions in Table II for SKYWARN® Coordinator and Net Manager. Added management of Pinellas ACS Groups.io website to duties of Social Media Specialist, paragraph 3.2.5.3. Title for Section 4 has changed to Activation, Demobilization, Reassignment, and Demobilization. Added Temperature Related Electrical Power Outages to section 5.5. Updated the prefix for all Pinellas County ACS Tactical Call signs from PACS to PINCO. This change was made document wide. 	10/13/2023

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REVISION	DESCRIPTION	DATE
Rev (C)	<ul style="list-style-type: none"> • Changed the Winlink Tactical Addresses assigned to each shelter team to PINCO-STN<u>2</u>. A footnote has been added to the table to explain how the addresses are determined. • Updated Tactical Winlink Addresses for all Command runners listed in TABLE D- III. Changed location name from PodRunner to Command-Runner™. • Updated TABLE D- II to remove Evacuation Shelters no longer used by PinCo Emergency Management. • Replaced Figure 4 and Figure 5 to correct Tactical Address references. • Replaced Figure 10 and Figure 11 to correspond with latest release of Winlink Express. • Replaced Figure 12, and Figure 15 to correspond with latest release of Winlink Express and to correct Tactical Address references. • Replaced sample ICS 205 example in Appendix C.3. • Replaced sample ICS 205A Communications List in Appendix C.4. Replaced field definitions for the ICS 205A to correspond with the PinCo ACS unique form. • Replaced sample ICS 309, Communications Log in Appendix C.7. • Replaced Example ICS 309 Communications Log in Figure 17. • Replaced references to Net Manager with ACS Leadership Team throughout the document. • Deleted reference to ARES. • ACS Activation <ul style="list-style-type: none"> ○ Deleted Activation Level 4. ○ Replaced description and tasking for Activation Levels 1, 2, and 3. Descriptions, trigger events, and tasking now better align with activities performed during Hurricane Idalia activation. • Added Section 4.1.3, Demobilization. • Added Section 4.1.4, Reassignment. • Replaced Section 4.1.5, Deactivation. • Added GMRS Repeater, WREM697 to TABLE F- IV. 	10/13/2023

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REVISION	DESCRIPTION	DATE
REV (C)	<ul style="list-style-type: none"> • Changed description of Level 2 activation from STANDBY to MOBILIZE. • Deleted all Level 3 Activation Scripts in Appendix E. • Replaced all Level 1 Activation Scripts in Appendix E.2. • Replaced all Level 2 Activations Scripts in Appendix E.1. • Replaced Logistics Manager with Logistics Officer everywhere in document. • Added PinCo ACS Emergency Shelter Plan and SOP to listed of related documents, section 2.1. • Updated tasking form ACS Training Officer, Section 3.2.3, to include development of Equipment Maintenance Procedure documents and After-Action reports associated with activation events. • Replaced Figure 6 and Figure 8 to correct spelling error. • Replaced PodRunner® with Command-Runner™ throughout the document. • Added <i>PinCo ACS groups.io</i> to list of website references in Appendix B. • Added PinCo to list of Abbreviations in Appendix A.2. • Added a note to section 5.1.5.3 describing the export of Winlink template files to served agency partners. • Added description of ICS 204, Assign List, and Figure 18 to section 5.3. • Added sample ICS 204 and form instructions to Appendix C.2. • Updated Figure 19. Replaced Sectional/Regional HF Traffic net with FL Statewide HF emergency net. • Changed rational for activating the ACS Traffic net in section 5.3.2and 5.4.2. • Deleted Sectional/Regional HF traffic net. Deleted references to this net throughout document. • Deleted N4GD-10 from list of PinCo RMS stations in Table XII. Add W4ACS-10 Vara FM Wide. • In Table XV, changed function of SARnet from Tactical-Traffic to Command and Command Backup. 	10/13/2023

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REVISION	DESCRIPTION	DATE
REV (C)	<ul style="list-style-type: none"> Added section 5.3.7 and Table XVI, Florida Statewide HF Emergency Net. Updated the list of nets activated during event specific operations in each section of 5.5. Updated the instruction for the ICS 205 in Appendix C.3 and the ICS 205A in Appendix C.4. Added instructions for the ICS 309 in Appendix C.7. Deleted references to ACS Shelter Net throughout the document. Replace with ACS Traffic Net. Local VHF Traffic Net renamed to ARES® VHF Traffic Net. Updated version number for Winlink Training Plan in section 2.2 Updated forward to add description of additional steps in paragraph 1. Updated the description of data set collected by the PinCo ACS admin officer. Added description of Command Net to TABLE C- II. Changed the title of column 1 in Table IX, Table X, Table XI, Table XII, Table XIII, Table XIV, Table XV, Table XVI, and Table XVII from <i>Function</i> to <i>Assignment</i>. This better aligns with the definitions used for the ICS 205. The information in column 1 was also updated. Deleted backup RMS gateways from Table XII. Added an Assignment column to Table XIX. Split out Pack and Vara FM stations into separate columns. Updated version and date for the PinCo ACS SKYWARN® Operations Plan and SOP in Section 2.1. Updated Figure 2 to include Critical Infrastructure Comm Teams and Deployable Communication Center Teams. Deleted ARES® Mutual Assistance Team. Added sections 3.2.2.6, Critical Infrastructure Communications teams and 3.2.2.4 Deployable Communication Center Teams. Deleted all references to ARES® Mutual Assistance Teams. Updated the task descriptions for the Database manager listed in section 3.2.5.2. Updated section 5.5.9, deployment outside PinCo. 	10/13/2023

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1 SCOPE

This document defines the comprehensive emergency communications plan and standard operating procedure (SOP) to be used by all members of the Pinellas County (PinCo) Auxiliary Communications Service (ACS) during training exercises and activation events.

This plan will be distributed throughout the Pinellas County Amateur Radio community, adjacent counties, the ARES® West Central Florida Section, and selectively the southeast United States.

2 APPLICABLE DOCUMENTS

2.1 RELATED DOCUMENTS

The *Pinellas County ACS Emergency Communications Plan and Standard Operating Procedure* was developed to support the communication plans listed below.

- a. ARRL® ARES® Plan; January 2019
- b. Pinellas County ACS Emergency Shelter Plan and Standard Operating Procedures; Draft Rev (-), September 2022
- c. Pinellas County ACS SKYWARN® Operations Plan and Standard Operating Procedures; Rev (A), October 2023
- d. West Central Florida Section ARES® Communications Plan, March 2011

2.2 REFERENCE DOCUMENTS

Additional information about ARES® and Emergency Communications can be found in the following documents.

- a. Air Force MARS National Training Manual; 21 April 2016; Revision A
- b. Amateur Radio Emergency Service® Manual; March 2015
- c. ARES® Field Resources Manual; August 2019

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- d. ARRL® Emergency Coordinators Manual; March 1997
- e. Auxiliary Communications Field Operations Guide (AUXFOG); Version 1.1, June 2016
- f. Cybersecurity and Infrastructure Security Agency (CISA) National Emergency Communications Plan; September 2019
- g. IARU Emergency Telecommunications Guide; September 2016
- h. National Incident Management System; Third Edition; October 2017
- i. National Interoperability Field Operations Guide; Version 2.01; March 2022
- j. NTS™ Methods and Practices Guidelines (NTS™ MPG); 2014
- k. RRI National Emergency Communications Response Guideline 2020
- l. State of Florida 2020 Comprehensive Emergency Management Plan

Training plans that support ACS and emergency communication are listed below.

- a. ARES® Standardized Training Plan, Version 2.1.1
- b. Florida ARRL® Tri-Section ARES® Standardized Training Plan Emergency Communicator Individual Position Task Book; January 2020
- c. Pinellas County ACS Training Plan; Rev (-)
- d. Pinellas County ACS Winlink Training Plan; Rev (B); October 2023
- e. Pinellas County ACS Command-Runner™ / SatRunner® Training Plan
- f. Position Task Book (PTB) for the Position of Auxiliary Communicator (AUXC); Version 2.0; January 2022

3 ORGANIZATIONAL STRUCTURE

This section displays the organizational structure for the ARES® West Central Florida (WCF) Section and provides a detailed description of the organizational structure for PinCo ACS. The roles and responsibilities of each ACS staff position are also detailed.

3.1 ARES® WEST CENTRAL FLORIDA SECTION

The organizational structure of the ARES® WCF section is shown in Figure 1. A detailed description of each position and the identity of each individual currently holding each position is documented in the *Emergency Communications Plan for the West Central Florida Section*.

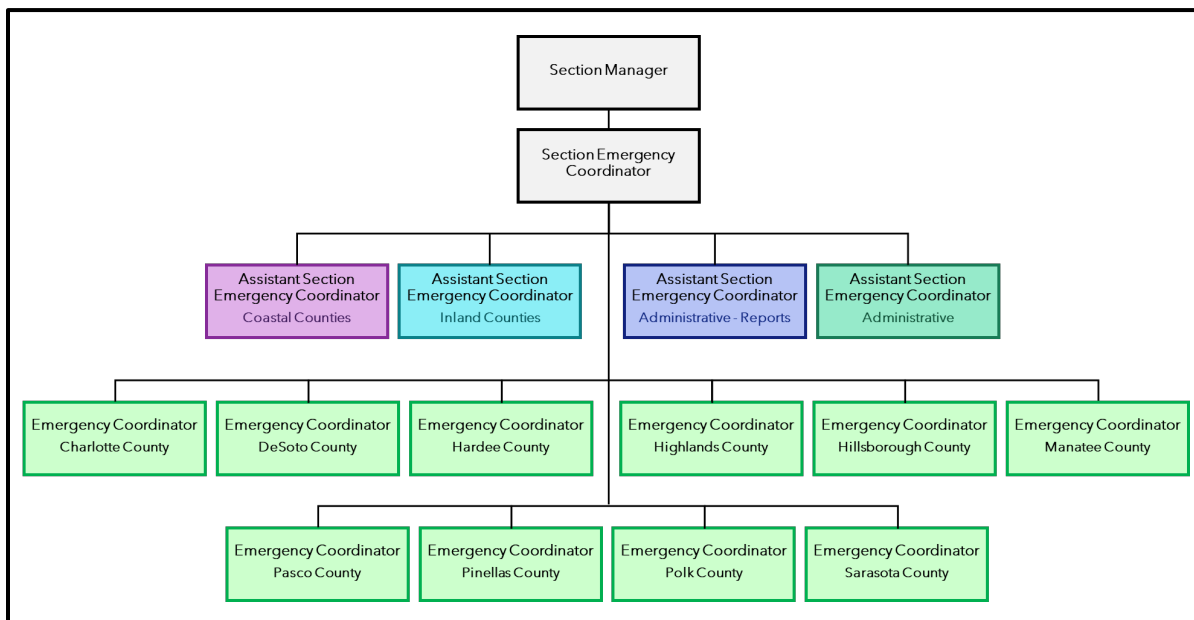


Figure 1. West Central Florida Section Organization

Contact information for each county Emergency Operations Center (EOC) located within the WCF ARES® Section is listed in Table I.

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Table I. WCF ACS/ARES® EOC Contact Information					
County	EOC Radio Room		EOC Winlink		SHARES Call Sign
	Phone Number	Email Address	Email Address	Tactical Address	
Charlotte					NNA4BQ
DeSoto					
Hardee	(863) 245-9923	kt4wx@arrl.net	N/A		N/A
Highlands			K4EZM		N/A
Hillsborough					NNA4HC
Manatee	(941) 749-3500 ext. 1674	KM4EC@MCESG.ORG	KM4EC		N/A
Pasco	(727) 834-3749	sallshouse@pascocountyfl.net	W4PEM		NNA6PC
Pinellas	(727) 464-3708	eocacs@pinellascounty.org	W4ACS	PINCO-EOC	NCS728
Polk		N/A	WC4PEM		NCS965
Sarasota		N/A	WC4EM		NNF4FL

Note: Primary Very High Frequency (VHF) and Ultra-high Frequency (UHF) repeater frequencies used by each County EOC are recorded in the Incident Command System (ICS) 217 TABLE F- VI and TABLE F- VII.

3.2 PINELLAS COUNTY ACS ORGANIZATION AND STAFF POSITIONS.

The organizational structure of the PinCo ACS is shown in Figure 2. A list of ACS staff positions and the contact information for everyone currently holding a staff position is documented in Table II. A detailed description of each staff position is contained within the following paragraphs.

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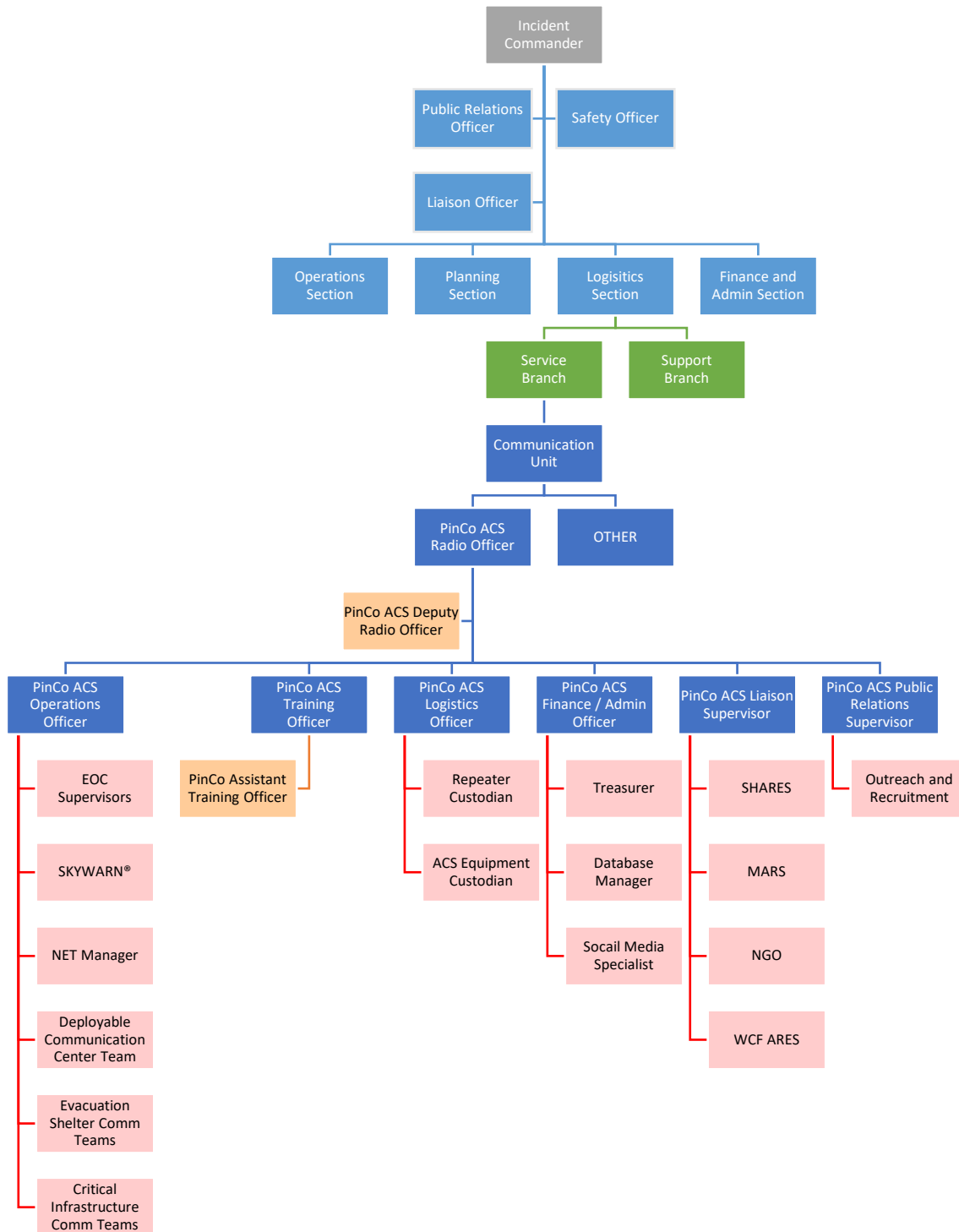


Figure 2. Pinellas County ACS Organization

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Table II. Pinellas County ACS Staff Positions			
Position	Name	Call Sign	Email
PinCo ACS Radio Officer / Emergency Coordinator	Clayton Parrott	KJ4RUS	clayton_parrott@yahoo.com
PinCo ACS Deputy Radio Officer	Dave Byrum	KA4EBX	dbyrum@tampabay.rr.com
PinCo ACS Operations Officer	Dave Byrum	KA4EBX	dbyrum@tampabay.rr.com
EOC Supervisors			
EOC Supervisor – Shift 1	Bruce Kreutzer	N4BCK	n4bck@arrl.net
EOC Supervisor – Shift 2	Dave Rockwell	W4PXE	dave@daverockwell.com
Net Manager			
SKYWARN® Coordinator	Dave Rockwell	W4PXE	dave@daverockwell.com
Deployable Comm Center Teams	Will Scott	W7WMS	
Evacuation Shelter Comm Teams			
Critical Infrastructure Comm Teams			
PinCo ACS Training Officer	Mike Drake	WA1RYQ	WA1RYQ@arrl.net
PinCo ACS Assistant Training Officer			
PinCo ACS Logistics Officer			
Repeater Custodian			
ACS Equipment Custodian			

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Table II. Pinellas County ACS Staff Positions			
Position	Name	Call Sign	Email
PinCo ACS Finance / Admin Officer	Vern Betlack	K4VEB	vbetlach@gmail.com
Treasurer			
Database Manager	Mike Drake	WA1RYQ	WA1RYQ@arrl.net
Social Media Specialist	Mike Drake	WA1RYQ	WA1RYQ@arrl.net
PinCo ACS Liaison Supervisor			
SHARES Liaison			
MARS Liaison			
NGO Liaison			
ARES® WCF Liaison			
PinCo ACS Public Relations Supervisor			
Outreach and Recruitment			

3.2.1 Radio Officer / Emergency Coordinator.

The county Emergency Coordinator (EC) is the key official within ARES®. Within the PinCo ACS organization it is the Radio Officer (RO). The ACS RO is the appointee of the Pinellas County Division of Emergency Management (DEM). One person holds both positions. The EC/RO is responsible for administering and coordinating Amateur Radio communications among the served agencies and fellow citizens of his/her jurisdiction. The duties and responsibilities of the ACS RO / ARES® EC include but are not limited to the following.

- A. Appoint as many Deputy Radio Officers (DRO)/Assistant Emergency Coordinators (AEC) as he or she deems necessary and assign specific responsibilities to each.
- b. Promote and enhance the activities of the PinCo ACS as a voluntary and non-commercial communications service.
- c. Coordinate the training, organization, and participation of the amateur fraternity in support of the community agencies, Section Emergency Coordinator (SEC), and Section Manager (SM).
- d. Establish a written emergency communications plan for his/her jurisdiction encompassing all served agencies.
- e. Maintain a resource list of all participating amateur radio operators in his/her jurisdiction. This list should contain information such as class of license and equipment, capabilities, and any auxiliary training.
- f. Establish a viable working relationship with federal, state, county, and city government agencies within his/her jurisdiction. This should include, where possible, a memorandum of understanding between PinCo ACS and the agency.
- g. Establish local and inter-district communications networks on whatever frequencies are necessary to maintain good communications. These networks should be updated and tested on a regular basis by realistic drills involving the served agencies and the public.

- h. Establish liaison with the National Traffic System (NTS™) and designate dedicated amateur radio stations (Gateway stations) to liaison between NTS™ and local nets. Establish a workable call up procedure and update periodically.
- i. Establish a means of identification for each member such as an Identification (ID) card; some type of visible external identification, such as a shirt, jacket, vest, or cap, so that each communicator is easily recognized.
- j. Do everything possible to further the favorable image of the Amateur Radio Service by dedication of purpose and a thorough understanding of our mission.

3.2.1.1 PinCo ACS Deputy Radio Officer / Emergency Coordinator.

The duties and responsibilities of the PinCo ACS Deputy RO / ARES® EC include but are not limited to the following.

- a. Assist the PinCo ACS RO / ARES® EC with each of the tasks defined in paragraph 3.2.1.
- b. Assume the duties and responsibilities of the PinCo ACS RO / ARES® EC whenever the assigned RO / ARES® EC is unable to perform his/her duties (e.g., vacation, deployment, etc.).

3.2.2 PinCo ACS Operations Officer.

The duties and responsibilities of the PinCo ACS Operations Officer include but are not limited to the following.

- a. Execute the *Pinellas County ACS Emergency Communications Plan* in accordance with the instructions received from the Radio Officer or Deputy Radio Officer.
- b. During each activation event and training activity:
 - (1) Provide the operational instructions that are needed by each subordinate staff member to meet mission requirements.
 - (2) Collect status and resolve issues that are reported by subordinate staff members.

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- (3) Notify the PinCo ACS Radio Officer and Deputy Radio Officer of significant events and issues that require additional assistance to resolve.
 - (4) Evaluate equipment / staffing requirements and determine if operational assistance from outside the county is required. Notify the Radio Officer and Deputy Radio Officer if external assistance is required.
- c. Recruit the necessary personnel to fill the following operations staff positions.
 - (1) EOC Supervisors
 - (2) Net Manager
 - (3) SKYWARN® Coordinator
 - (4) Deployable Communication Center Teams
 - (5) Evacuation Shelter Communication Teams
 - (6) Critical Infrastructure Communication Teams
- d. Provide for High Frequency (HF) operations as indicated in the *Pinellas County ACS Emergency Communication Plan*.
- e. Work to update and improve all plans for PinCo ACS operations; this includes plans provided by served agencies.
- f. Utilize operations staff to verify PinCo ACS registrations and interview applicants for assignments for disaster operations. All data obtained will be relayed to PinCo ACS Admin officer for database management.
- g. Create and implement plans for digital communications (e.g., Winlink, D-STAR, Fusion, Digital Mobile Radio (DMR), etc.) operations.

3.2.2.1 EOC Supervisors.

The duties and responsibilities of each PinCo ACS EOC Supervisor include but are not limited to the following.

- a. During each activation event and training activity:

- (1) Execute the *Pinellas County ACS Emergency Communications Plan*, in accordance with the instructions received from the Operations Manager.
 - (2) Supervise the operation of the PinCo EOC radio room.
 - (3) Notify the Operations Manager of significant events and issues that require additional assistance to resolve.
- b. Recruit and train EOC operators in accordance with the *Pinellas County ACS Training Plan*.
 - c. Maintain a list of trained EOC operators. This list should specify the level of training each EOC operator has achieved and quantify each operator's experience.

3.2.2.2 SKYWARN® Coordinator.

The duties and responsibilities of the Pinellas SKYWARN® Coordinator include but are not limited to the following.

- a. Serve as the primary PinCo ACS point of contact and liaison with the National Weather Service.
- b. During each activation event and training activity:
 - (1) Execute the *Pinellas County ACS Emergency Communications Plan*, and the *Pinellas County ACS SKYWARN® Operations Plan* in accordance with the instructions received from the Operations Manager.
 - (2) Notify the Operations Manager of significant events and issues that require additional assistance to resolve.
- c. Recruit and oversee the training of SKYWARN® operators in accordance with the *Pinellas County ACS Training Plan*.
- d. Maintain a list of trained SKYWARN® operators. This list should specify the level of training each SKYWARN® operator has achieved and quantify each operator's experience.

3.2.2.3 Net Manager.

The Net Manager is supported by VHF, UHF, and HF operators in club or home emergency stations and has the responsibilities listed below.

- a. Execute the *Pinellas County ACS Emergency Communications Plan* in accordance with the instructions received from the Operations Manager.
- b. Notify the Operations Manager of significant events and issues that require additional assistance to be resolved.
- c. Recruit and train Net Control Station (NCS) operators and net liaison stations in accordance with the PinCo ACS Training Plan.
- d. During each activation event and training activity:
 - (1) Schedule and assign an NCS and Alternate NCS to the ACS Tactical-Resource Net. The NCS schedule will contain the following information and be distributed to all assigned stations.
 - (a) Start time and date for each NCS shift (local 24-hour time)
 - (b) End time and date for each NCS shift.
 - (c) Call sign and name assigned to each NCS and Alternate NCS shift.
 - (2) Create an event specific ICS 205, Incident Radio Communications Plan. Once complete, the net manager will make the plan available to the ACS membership.
 - (3) Coordinate with the Logistics Officer to select the best location for the emplacement of each portable repeater and digipeater.
- e. Maintain a list of trained NCS operators. This list should specify the level of training each NCS operator has achieved and quantify each operator's experience.
- f. Monitor nets to be sure proper procedures and message formats are being used.
- g. Coordinate VHF and HF operations and maintain contact with the following nets.

- (1) WCF HF net
 - (2) South Florida ARES® Net
 - (3) North Florida ARES® Net
 - (4) Hurricane Watch Net (Voice over Internet Protocol (VOIP) or HF)
 - (5) NTS™ Traffic Nets
 - (6) Radio Relay International (RRI) Traffic Nets
 - (7) Other nets as the Net Manager deems necessary and resources permit
- h. Coordinate Health and Welfare traffic with agencies served in Pinellas County.

3.2.2.4 Deployable Communications Center Teams.

The duties and responsibilities of each Deployable Communications Center Team member include but are not limited to the following.

- a. Execute the *Pinellas County ACS Emergency Communications Plan*, and the *Pinellas County ACS Emergency Shelter Plan* in accordance with the instructions received from the Operations Manager.
- b. Assemble, inventory, and test a personal 72-hour go-kit.
- c. Participate in a training exercise as an integrated team at least once per year.
- d. Complete the **Remote** ACS communicator training tasks documented in the *Pinellas County ACS Training Plan*.
- e. Complete the **Advanced** ACS communicator training tasks documented in the *Pinellas County ACS Training Plan*.
- f. Perform preventive maintenance actions on PinCo ACS CommandRunner and SatRunner® equipment sets.

3.2.2.5 Evacuation Shelter Communication Teams.

The duties and responsibilities of each Evacuation Shelter Communications Team member include but are not limited to the following.

- a. Execute the *Pinellas County ACS Emergency Communications Plan*, and the *Pinellas County ACS Emergency Shelter Plan* in accordance with the instructions received from the Operations Manager.
- b. Assemble, inventory, and test a personal 72-hour go-kit.
- c. Complete the Local ACS VHF/UHF communicator training tasks documented in the *Pinellas ACS Training Plan*.

3.2.2.6 Critical Infrastructure Communication Teams.

The duties and responsibilities of each Critical Infrastructure Communications Team member include but are not limited to the following.

- a. Execute the *Pinellas County ACS Emergency Communications Plan* in accordance with the instructions received from the Operations Manager.
- b. Assemble, inventory, and test a personal 72-hour go-kit.
- c. Complete the Local ACS VHF/UHF communicator training tasks documented in the *Pinellas ACS Training Plan*.

3.2.3 PinCo ACS Training Officer.

The duties and responsibilities of the ACS Training Officer include but are not limited to the following.

- a. Create and maintain the *Pinellas County ACS Emergency Communications Plan and Standard Operating Procedures* Document.
- b. Create and maintain the *Pinellas County ACS SKYWARN® Operations Plan and Standard Operating Procedures* document.
- c. Create and maintain the *Pinellas County ACS Emergency Shelter Plan and Standard Operating Procedures* Document.

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- d. Create and maintain the *Pinellas County ACS Winlink Training Plan*.
- e. Create and maintain the *Pinellas ACS Training Plan*.
- f. Create and maintain the *Pinellas ACS Command-Runner™ Equipment Maintenance Procedures* document.
- g. Create and provide training to the membership during each weekly Pinellas County ACS-ARES® and SKYWARN® Training and Information net.
- h. Create and provide training to the membership during each bi-weekly Winlink Training net.
- i. Create and provide training to the membership during each Pinellas ACS monthly meeting.
- j. In conjunction with the PinCo ACS Leadership Team, create plans and procedures for training drills and semi-annual exercises.
- k. Generate an After-Action Report for each PinCo ACS drill, exercise, and activation event. Provide each completed report to the PinCo ACS RO for approval.

3.2.3.1 PinCo ACS Assistant Training Officer.

The duties and responsibilities of the PinCo ACS Assistant Training Officer include but are not limited to the following.

- a. Assist the PinCo ACS Training Officer with each of the tasks defined in paragraph 3.2.3.
- b. Assume the duties and responsibilities of PinCo ACS Training Officer whenever the assigned Training Officer is unable to perform his/her duties (e.g., vacation, deployment, etc.).

3.2.4 PinCo ACS Logistics Officer.

The duties and responsibilities of the PinCo ACS Logistics Officer include but are not limited to the following.

- a. Execute the *Pinellas County ACS Emergency Communications Plan* in accordance with the instructions received from the Radio Officer or Deputy Radio Officer.
- b. During each activation event and training activity:
 - (1) Provide the operational instructions that are needed by each subordinate staff member to meet mission requirements.
 - (2) Collect status and resolve issues that are reported by subordinate staff members.
 - (3) Notify the PinCo RO and Deputy RO of significant events and issues that require additional assistance to resolve.
 - (4) Coordinate equipment repair and replacement using local crews and outside assistance.
 - (5) Evaluate equipment / staffing requirements and determine if assistance with logistics from outside the county is required. Notify the PinCo RO and Deputy RO if external assistance is required.
- c. Define equipment requirements and identify shortfalls. Provide recommendations to resolve issues to the PinCo ACS Radio Officer.
- d. Make recommendations on usage of equipment obtained for the county.
- e. Supervise the modification and repair equipment donated to PinCo ACS.
- f. Create plans and prepare for the equipment repair and replacement that may be required during hurricane recovery operations.

3.2.4.1 Repeater Custodian.

The duties and responsibilities of each PinCo ACS Repeater Custodian include but are not limited to the following.

- a. Assign and train repeater and digipeater control operators.
- b. Identify and resolve operational issues with PinCo ACS repeaters and digipeaters.
- c. Notify the Logistics Officer and Operations Officer of any change in PinCo ACS repeater or digipeater status. As a minimum, the report should include:
 - (1) Impacts to operational availability and performance.
 - (2) Estimated time to repair.
- d. During an activation event:
 - (1) Coordinate with the Net Manager to select the best location for the emplacement of each portable repeater and digipeater.
 - (2) Coordinate the installation of portable repeaters and digipeaters.
- e. Notify the Logistics Officer of significant events and issues that require additional assistance to resolve.

3.2.4.2 PinCo ACS Equipment Custodian.

The duties and responsibilities of the PinCo ACS Equipment Custodian include but are not limited to the following.

- a. During each activation event and training activity, manage the distribution of PinCo ACS equipment to the membership and its return to the logistics department.
- b. Maintain an inventory of all PinCo ACS equipment in logistics department control.
- c. Establish a periodic maintenance schedule for all PinCo ACS equipment. As a minimum, the program will perform the following tasks.

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- (1) Determine the operational status of each PinCo ACS equipment item at least once every calendar year.
 - (2) Create a master radio programming plan and verify that each radio is programmed correctly.
 - (3) Verify that each Software Programmable Radio is operating with the most current version of software.
 - (4) Verify that each computer used to support PinCo ACS is operating with the most current version of application software (e.g., Winlink, etc.).
- d. Notify the Logistics Officer of any significant issue identified during an equipment inventory or preventive maintenance action.
- e. Generate an annual report detailing the status of all PinCo ACS equipment. Provide a copy of the report to the Logistics Officer, Deputy RO, RO, and PinCo ACS Admin Officer.

3.2.5 PinCo ACS Finance / Admin Officer.

The duties and responsibilities of the PinCo ACS Finance / Admin Officer include but are not limited to the following.

- a. Complete and maintain all ARRL® paperwork and information requests.
- b. Receive registrations and process them.
- c. Create/provide a county wide system of recruiting for the PinCo ACS program.
- d. Collect, manage, and archive the data set created during an activation event. As a minimum, the data set will include the following items.
 - (1) PinCo ACS Incident Action Plans (IAP)
 - (2) NCS logs
 - (3) The Activity, ICS 214, and Communications, ICS 309, logs created by each PinCo ACS communications team.
 - (4) A copy of each formal message sent and received.

3.2.5.1 Treasurer.

The duties and responsibilities of the PinCo ACS Treasurer include but are not limited to the following.

- a. Deposit received funds.
- b. Write outgoing checks and approve on-line expenditures.
- c. Document all financial transactions.
- d. Manage formal reports and bank statements.
- e. Oversee and approve all financial plans or revisions to plans.
- f. Ensure the protection of funds from any potential misuse.

3.2.5.2 Database Manager.

The duties and responsibilities of the PinCo ACS Database Manager include but are not limited to the following.

- a. Update and administer the PinCo ACS segment of the *aresdb.com* volunteer registration database.
- b. Update and administer the PinCo ACS segment of the Pinellas Alert, Everbridge, volunteer registration database and notification system.
- c. Periodically test each database system to verify that the information contained in each database is correct and that each registered PinCo ACS member can receive and acknowledge notifications.

3.2.5.3 Social Media Specialist.

The duties and responsibilities of the PinCo ACS Social Media Specialist include but are not limited to the following.

- a. Create and administer content on all social media platforms, to build an audience and ensure PinCo ACS membership and customer engagement.
 - (1) Pinellas ACS Website
 - (2) Pinellas ACS Groups.io account.

- b. Monitor site metrics, respond to reader comments, and oversee creative design.

3.2.6 PinCo ACS Liaison Supervisor.

The duties and responsibilities of the PinCo ACS Liaison Officer include but are not limited to the following.

- a. Coordinate and maintain liaison with the served agencies listed below.
 - (1) Pinellas County Emergency Management
 - (2) Salvation Army
 - (3) American Red Cross (ARC)
 - (4) Local Hospitals
 - (5) Military Auxiliary Radio Service (MARS)
 - (6) Civil Air Patrol (CAP)
 - (7) Disaster Animal Recovery
 - (8) US Coast Guard
 - (9) Search and Rescue (SAR) Teams
 - (10) Military and Disaster Medical Assistance Team (DMAT) operations
- b. Be a channel of communications between the individual liaisons and the PinCo ACS Leadership Team including exchange of disaster plans and agency needs.
- c. Communicate agency needs to operations and administration.

3.2.7 PinCo ACS Public Relations Supervisor.

The duties and responsibilities of the PinCo ACS Public Relations Supervisor include but are not limited to the following.

- a. Insure a viable and active Public Service presence in Pinellas County.
- b. Makes contacts with the media and keeps them informed on Amateur Radio related events in Pinellas County
- c. Creates/distributes information and materials to the general public as needed.
- d. Works with Administration for recruitment purposes.

- e. Provides and makes news releases for ACS activities.

3.2.7.1 Outreach and Recruitment.

The duties and responsibilities of the PinCo ACS Outreach and Recruitment Supervisor include but are not limited to the following.

- a. ***TBD***

4 ACTIVATION, DEMOBILIZATION, REASSIGNMENT, AND DEACTIVATION

This section lists the events that may cause ACS to be activated, describes the three levels of ACS activation, and details the steps to be performed during activation, demobilization, reassignment, and deactivation.

4.1 ACTIVATION OF ACS WITHIN PINELLAS COUNTY.

The PinCo ACS mission is to provide effective temporary communications for agencies that contribute to public safety or welfare. This occurs when existing communication services become damaged or overloaded due to disasters, emergencies, or other unusual events. Where no existing communication channels exist, ACS will create them and maintain them until permanent facilities can be established. When Pinellas County Emergency Management activates ACS, some ARES® ongoing operations may come under ACS command and control.

The RO or his designee is responsible for the activation of ACS within Pinellas County. Reasons for activation include but are not limited to the following.

- a. A loss of internal or external communications, (phone or radio), in any facility that contributes to the public safety or welfare, (e.g., phone cable cuts, hospital Private Branch Exchange (PBX) outages, etc.).
- b. Backup communications due to the overloading of the communications in any facility that contributes to the public safety or welfare.
- c. Providing communications capability for a served agency to augment their existing facilities or to provide interfaces to other agencies during emergencies or special events.
 - (1) Very Important Person (VIP) visits
 - (2) SAR operations
 - (3) Weather events (e.g., Severe thunderstorms, tornados, flash floods, tropical storms, and hurricanes)

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- (4) Industrial accidents, hazardous material spills, major fires
 - (5) Widespread power outages
 - (6) Cyber-attacks and acts of terror
 - (7) Acts of War
- d. Providing communications for non-emergency events that support public safety and train both members and served agency partners. (e.g., parades, bicycle races, runs, walk-a-thons, etc.).
- e. Providing relief or support for ARES®, ACS, or RACES organizations outside of Pinellas County.

Any served agency can request assistance from PinCo ACS by contacting a member of the PinCo ACS Leadership Team listed in Table II. The PinCo ACS RO or his/her designee has the responsibility for activating all, or any portion, of the PinCo ACS membership, depending on the circumstances and communications needed.

4.1.1 Activation Levels

During hurricane season, the time between initial formation of a tropical depression and the potential landfall of a tropical storm or hurricane will normally provide ACS members with several days or even a week of advanced notice that a local activation will occur. For this scenario, ACS activation will progress orderly from Level 3 upwards through Level 2, and Level 1 as the storm track and landfall location solidifies. This orderly progression of ACS activation, unfortunately, should be viewed as an exception rather than the rule. Severe thunderstorms, tornados, flash floods, industrial accidents, widespread power outages, cyber-attacks, and acts of terror can occur with little or no warning and ACS may need to transition from Normal operation, level 3, to Full Activation, level 1, immediately. Depending on the event, cell service and internet access may not be available to notify members about activation. Therefore, it is imperative that all members begin monitoring the ACS repeater, W4ACS, for activation announcements as soon as they become aware of a potential activation event.

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The three ACS activation levels are identified in Table III. The actions to be performed by ACS during each activation level are documented in the following paragraphs.

Table III. Activation Levels		
Level	Description	Color Code
1	Activation	RED
2	Mobilize	ORANGE
3	Normal	GREEN

ACTIVATION LEVEL 3

NORMAL

4.1.1.1 Activation Level 3 (NORMAL).

The operational objectives to be performed during level 3 activation are listed below.

- a. Participate in scheduled local ACS, statewide, and regional training nets.
- b. Perform periodic preventive maintenance on PinCo ACS communications equipment.
- c. Review and update ACS member contact information within the ***Alert Pinellas*** and ARES® database systems.
- d. Assemble, inventory, and test a personal 72 hour go-kit.
- e. Complete PinCo ACS training requirements.

4.1.1.1.1 ACS Leadership Team

The Leadership Team will perform the following actions.

- a. Participate in statewide SARnet and regional SHARES training nets.
- b. Create and update, as required, preventive maintenance procedures for PinCo ACS communications equipment.
- c. Schedule periodic preventive maintenance on all PinCo ACS communications equipment.
 - (1) Assign ACS members to perform preventive maintenance actions.
 - (2) Review the results from each preventive maintenance action and perform corrective maintenance as required.
- d. Test the operation of the ***Alert Pinellas*** notification system.
 - (1) At least once each quarter, send an ***Alert Pinellas*** notification to the ACS membership. The alert should request confirmation.

- (2) Contact each member who failed to confirm receipt of the notification.
 - (a) Remove members from the database who no longer want to be members of PinCo ACS.
- e. When notified of discrepancies in the **Alert Pinellas** system, update the database with the corrected information.

4.1.1.1.2 General Membership

Members should perform the following actions.

- a. Participate in local ACS training nets.
- b. Perform preventive maintenance actions on PinCo ACS communications equipment and document results.
- c. Review for accuracy the personal contact information stored within the **Alert Pinellas** and ARES® database systems. When errors are found, notify the ACS Leadership Team and provide them with the information needed to correct the discrepancies.
- d. Assemble, inventory, and test a personal 72 hour go-kit.
 - (1) At a minimum, inventory go-kit contents on a quarterly basis.
 - (2) Test radio and computer components monthly for proper operation.
 - (3) Check computer operating system and radio unique application software for updates on a monthly basis.
 - (a) Winlink Express and associated forms.
 - (b) Virtual TNC software (e.g., VARA, VARA FM, UZ7HO)
- e. Complete PinCo ACS training requirements.
 - (1) IS 100, IS 200, IS 700, and IS 800

ACTIVATION LEVEL 2

MOBILIZE

4.1.1.2 Activation Level 2 (MOBILIZE)

The operational objectives to be performed during level 2 activation are listed below.

- a. Notify the ACS membership that Pinellas County Emergency Management has directed ACS to activate.
- b. Identify ACS members available for deployment and assign each member to an ACS communication team.
- c. Create a PinCo ACS Incident Action Plan for operational period one.
- d. Prepare personal 72 hour go-kit for immediate deployment.
- e. Authorize deployment of ACS communication teams.
- f. Distribute communications equipment to ACS communications teams.

4.1.1.2.1 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 PinCo ACS EOC radio room team is required to be on site at the EOC and ready to work.

Pinellas ACS will transition to level 2, Mobilize, upon receipt of the EOC Activation Notice or at the direction of the ACS RO.

4.1.1.2.2 Radio Officer

The RO or his/her designee will perform the following actions.

- a. Notify the Pinellas County ACS membership that activation level 2 has been established. The announcement should describe the reason for the planned activation, the scope of the activation, and provide an approximate time frame for the activation. The announcement should also request that each ACS member notify the ACS Leadership Team of their ability to support activation.

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- (1) If internet and phone services are available, perform the following actions.
 - (a) Issue an ***Alert Pinellas*** notification to all ACS members.
 - (b) Send an email to all ACS members using the ARES® Database system.
 - (2) If internet and phone services are not available, use the W4ACS repeater system to contact a member of the ACS leadership team, assign a member of the team to the role of NCS, and direct the NCS to establish the ACS Tactical Resource net.
- b. Authorize PinCo ACS communication teams to activate and deploy.

4.1.1.2.3 ACS Leadership Team

The Leadership Team will perform the following actions.

- a. Determine the type and number of ACS communication teams required to support the activation.
- b. Assign ACS members to each identified communication team.
- c. Notify each communication team member of their assignment. The notification should include the following information.
 - (1) Team assignment and deployment location.
 - (2) Date and time each team member is required to arrive at the staging area or deployment location.
 - (3) Expected duration of deployment.
 - (4) Name and contact information for all deployed ACS team members. This information will be distributed using an encrypted ICS 205A.
- d. Create the PinCo ACS Incident Action Plan for operational period one.

4.1.1.2.4 Logistics Officer

The Logistics Officer will perform the following actions.

- a. Proceed to the Pinellas County EOC and prepare communications equipment for distribution.
- b. Distribute equipment to each ACS communication team, as required, to support mission requirements. Maintain an accurate record of all equipment distributed to each ACS team.

4.1.1.2.5 Net Control Stations

NOTE: *The ACS Tactical-Resource Net will only be established during a level 2 activation if internet and phone services are not available.*

The assigned NCS for the ACS Tactical-Resource net will perform the following actions.

- a. Establish the ACS Tactical-Resource net. Net Control scripts and procedures for activation level 2 are documented in section E.1.
- b. Announce that activation level 2 has been established. The announcement should be repeated once every hour.

4.1.1.2.6 General Membership

Members should perform the following steps when ACS activation level 2 is announced.

- a. ***Ensure that family and property are safe.***
- b. ***Do-Not Self-Deploy.***

NOTE: *Individuals who deploy without an assignment from the RO, the ACS Leadership Team, or the NCS will not be covered by worker's compensation.*

- c. Notify the ACS Leadership Team that you have received the activation notice sent by the ACS RO. Your response should indicate that you are ***Available*** or ***Unavailable*** to support the activation event.

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- d. Prepare personal 72 hour Go-kit for immediate deployment.
 - (1) Inventory and pack personal care items (e.g., toiletries, clothing, medications, sleeping bags, snacks, etc.).
 - (2) Charge Hand-Held Transceiver (HT), computer, and emergency batteries.
 - (3) Inventory and pack radio and computer go-kit.
 - (4) Top-off fuel for car/truck.
- e. Monitor email, phone, and text messages for activation updates and status information.
 - (1) ACS communication team assignments and deployment information.
 - (2) Incident Action Plan.
 - (3) ACS Contact information (ICS 205A).
- f. When notified that you have been assigned to an ACS communication team, perform the following actions.
 - (1) Immediately notify the ACS Leadership Team that you have received the assignment information and that you **accept** or **decline** the assignment.
 - (2) If you accept the assignment,
 - (a) Arrive at the designated staging area or deployment location 15 minutes prior to the start of the assigned operational period.
 - (b) If you require additional communications equipment to support the assignment, notify the ACS Leadership team and proceed to the EOC to obtain the equipment.

NOTE: *Each ACS member who is deployed in response to an approved activation event will be covered by worker's compensation for volunteers. The coverage starts when the ACS member responds to a deployment request (sent to him/her via text, phone call, or NCS message) indicating that the member is leaving his/her home and is now enroute to a deployment*

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location. The time of this response message is recorded by the NCS and used to start the clock for worker's comp.

ACTIVATION LEVEL 1

ACTIVATE

4.1.1.3 Activation Level 1 (ACTIVATE)

The operational objectives to be performed during level 1 activation are listed below.

- a. Maintain a list of ACS members available for activation and deployment. Assign members to ACS communication teams as required to meet current or changing requirements.
- b. Distribute equipment to ACS communications teams.
- c. Update and distribute a PinCo ACS Incident Action Plan for each operational period.
- d. Establish and maintain communications between all deployed ACS communication teams and the Pinellas County EOC radio room.
- e. Perform the assigned work defined in the ACS Incident Action Plan.

4.1.1.3.1 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 PinCo ACS EOC radio room team to be on site at the EOC.

4.1.1.3.2 ACS Leadership Team

The Leadership Team will perform the following actions.

- a. Complete work on any outstanding Level 2 task.
- b. Maintain an up-to-date list of ACS members who are available for activation and deployment. If the number or type of ACS communication teams required to

support the activation event changes, assign or reassign available ACS members as appropriate to support the changing requirements.

- c. For each operational period, update and distribute a PinCo ACS Incident Action Plan to each deployed ACS communication team. Distribution can be via email or Winlink.

4.1.1.3.3 Logistics Officer

The Logistics Officer will perform the following actions.

- a. Proceed to the Pinellas County EOC and prepare communications equipment for distribution.
- b. Distribute equipment to each ACS communication team, as required, to support mission requirements. Maintain an accurate record of all equipment distributed to each ACS team.

4.1.1.3.4 Net Control Stations

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

- a. If not previously activated, establish the ACS Tactical-Resource net on the W4ACS repeater. Net Control scripts and procedures for activation level 1 are documented in section E.2.
 - b. Announce that activation level 1 has been established.
 - c. Provide assignment, demobilization, and deactivation instructions to the membership as appropriate.
- (1) Maintain an up-to-date list of each deployed ACS Communications team. The list should include the deployment location, time and date each team was deployed, the time each team member departed home for deployment, the time each team member arrived at the deployment location, and the operational status of each deployment site.

If the ACS EOC radio room team determines that the volume of traffic on the ACS Tactical-Resource Net cannot be effectively managed using a single repeater, the radio room team will establish the ACS Traffic Net on the WD4SCD repeater. The EOC Radio Room Team will assume the role of NCS for the ACS Traffic net.

4.1.1.3.5 ACS Communication Teams

Each ACS communication team will perform the following actions.

- a. Arrive at the designated staging area or deployment location 15 minutes prior to the start of the assigned operational period.
- b. Establish and maintain communications between all deployed ACS communication teams and the Pinellas County EOC radio room.
- c. Perform the assigned work documented in the PinCo ACS Incident Action Plan for each operational period.

4.1.1.3.6 General Membership

In addition to the steps documented in paragraph 4.1.1.2.6 for level 2 activation, members should perform the following steps when ACS activation level 1 is announced.

- a. ***Ensure that family and property are safe.***
- b. ***Do-Not Self-Deploy.***

NOTE: *Individuals who deploy without an assignment from the RO, the ACS Leadership Team, or the NCS will not be covered by worker's compensation.*

- c. Notify the ACS Leadership Team that you have received the activation notice sent by the ACS RO. Your response should indicate that you are ***Available*** or ***Unavailable*** to support the activation event.
- d. Personal 72-hour go-kit should be packed and ready for immediate deployment.
- e. Check into the ACS Tactical-Resource Net **only** if you are available for deployment. If you are **not** available for deployment, continue to monitor the net for status updates.

- f. If notified that you have been assigned to an ACS communication team, perform the following actions.
 - (1) Immediately notify the ACS Leadership Team that you have received the assignment information and that you **accept** or **decline** the assignment.
 - (2) If you accept the assignment,
 - (a) Arrive at the designated staging area or deployment location 15 minutes prior to the start of the assigned operational period.
 - (b) If you require additional communications equipment to support the assignment, notify the ACS Leadership team and proceed to the EOC to obtain the equipment.

NOTE: *Each ACS member who is deployed in response to an approved activation event will be covered by worker's compensation for volunteers. The coverage starts when the ACS member responds to a deployment request (sent to him/her via text, phone call, or NCS message) indicating that the member is leaving his/her home and is now enroute to a deployment location. The time of this response message is recorded by the NCS and used to start the clock for worker's comp.*

NOTE: *When someone calls in to report travel, the Tactical Net Control in the radio room of the EOC will make a note stating that the person is enroute to a specific location. When the traveler reports that they have arrived, the EOC will close out the associated travel monitor. If the EOC does not hear back from the traveler, the EOC will call them in approximately 30 minutes to find out where they are located or, if necessary, send someone to look for them.*

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Figure 3. Pinellas County Emergency Operations Center

4.1.2 Exercise Activation

ACS will use Functional Exercises, Full Scale Exercises, and Simulated Emergency Tests (SET) to evaluate equipment capabilities and ACS readiness to respond to an activation event. Each exercise will require participants to perform a variety of skills that are associated with VHF/UHF and HF deployments.

Each exercise scenario will be designed to closely resemble the real-world events Pinellas ACS is likely to encounter. To optimize training, each exercise will use the activation, operations, and deactivation steps documented within this plan. This approach will enable members to practice

the skills and procedures they will need to implement during a real-world activation. The only exceptions to this rule are listed below.

- a. All announcements broadcast during the exercise will clearly state that an exercise is taking place.
- b. All tactical message traffic will clearly state that the traffic is in support of an exercise.
- c. All formal message traffic will be formatted in accordance with the requirements documented in paragraph 5.1.6, Exercise Messages.

4.1.3 Demobilization

As conditions change during an activation event, the number of ACS communication teams needed to support the event may change. Individual teams needed during the initial stages of the activation may be demobilized when specific evacuation shelters are closed, or communication systems are reestablished, while new teams may be required to support additional critical infrastructure sites.

When individual ACS communication teams are demobilized, the following procedures will be implemented.

4.1.3.1 ACS Leadership Team

The ACS Leadership Team will perform the following actions when notified that a deployed ACS communication team is to be demobilized.

- a. Evaluate current operational requirements and determine if the ACS communications team will be demobilized or reassigned to a new deployment location.
 - (1) If the communications team is being reassigned to a new deployment location, perform the actions listed in Section 4.1.4.

- b. If the communications team is being fully demobilized, notify the NCS for the ACS Tactical-Resource net that the team is being demobilized. Provide the NCS with the date and time the team is authorized to terminate operations.

4.1.3.2 Net Control Station

When notified by the ACS Leadership Team that one or more ACS communication teams is being demobilized, the NCS for the ACS Tactical-Resource net will perform the following actions.

- a. Notify each ACS team being demobilized.
- b. Provide each demobilized team with the date and time the team is authorized to terminate operations.
- c. Track the status of ACS team members while they are transiting between locations. If an ACS member does not report their arrival at a specified destination within 30-minutes of departure, the NCS will call the member to find out where they are located or, if necessary, send someone to look for them

4.1.3.3 Logistics Officer

The Logistics Officer will perform the following actions.

- a. Proceed to the Pinellas County EOC. Receive and store the communications equipment returned by each demobilized communications team.
- b. Maintain a record of the equipment discrepancies reported by each ACS team.

4.1.3.4 ACS Communications Team

Each ACS communications team being demobilized will perform the following actions.

- a. Notify the team's served agency partner that the team has been directed to demobilize.
- b. Secure station equipment and pack equipment for transport.
- c. Station Records
 - (1) Finalize the site activity (ICS 214) and site communications (ICS 309) logs.

- (2) Secure a copy of all formal messages exchanged during the activation event and a copy of the event's Incident Action Plan.
 - (3) Deliver station records to the Pinellas ACS Admin Officer.
- d. If the ACS team received communications equipment from the Pinellas County EOC, perform the following actions.
- (1) Inventory the communications equipment and document any discrepancies. Documentation should include inventory shortfalls and equipment failures.
 - (2) Return communications equipment to the logistics officer at the Pinellas County EOC. A map of the EOC location is shown in Figure 3.
- e. Each ACS team member must notify the NCS for the ACS Tactical-Resource net when they leave the deployment location, when stopping for any reason enroute to their destination, and when they arrive at their home address.

NOTE: *When an individual arrives home from a deployment location, he or she will notify the NCS, or the individual tracking them, that he or she has arrived home safely. This will enable the ACS leadership to ensure that everyone who was deployed has been properly demobilized, accounted for, and safely home.*

4.1.4 Reassignment

When an ACS communication team is demobilized and immediately reassigned to a new deployment location, the following procedures will be implemented.

NOTE: *Reassignment of an actively deployed ACS communications team will not take place without first consulting with the deployed team and obtaining the team's agreement to be reassigned.*

4.1.4.1 ACS Leadership Team

The ACS Leadership Team will perform the following actions.

- a. Determine if the communications equipment currently deployed with the ACS team is sufficient to meet the requirements of the new mission. If additional equipment is required, notify the Logistics Officer.
- b. Notify the NCS for the ACS Tactical-Resource net that the team is being demobilized and reassigned to a new deployment location. Provide the NCS with the following information.
 - (1) Name and location of the new deployment site.
 - (2) The date and time the team is authorized to terminate operations at its current deployment site.
 - (3) The date and time the team is required to arrive at its new deployment location and the projected duration of the deployment.
 - (4) List of additional communications equipment, if any, needed to support the new mission requirements.

4.1.4.2 Net Control Station

The NCS for the ACS Tactical-Resource net will perform the following actions.

- a. Notify the ACS team that it is being demobilized and reassigned to a new location.
- b. Provide the ACS team with the reassignment data provided to the NCS by the ACS Leadership team.
- c. Track the status of ACS team members while they are transiting between locations. If an ACS member does not report their arrival at a specified destination within 30 minutes of departure, the NCS will call the member to find out where they are located or, if necessary, send someone to look for them.

4.1.4.3 Logistics Officer

When notified by the ACS Leadership Team that additional equipment is required by an ACS team being reassigned, the Logistics Officer will perform the following actions.

- a. Proceed to the Pinellas County EOC and prepare the additional communications equipment for distribution.
- b. Distribute to the ACS communication team the equipment needed to support the new mission requirements. Maintain an accurate record of the equipment distributed.
- c. Receive and store any communications equipment no longer required by the ACS communications team. Maintain a record of the equipment discrepancies reported by the ACS team.

4.1.4.4 ACS Communications Team

The ACS team being reassigned will perform the following actions.

- a. Notify the team's served agency partner that the team has been directed to demobilize.
- b. Secure station equipment. Inventory and pack equipment for transport and document any discrepancies. Documentation should include inventory shortfalls and equipment failures.
- c. Station Records
 - (1) Finalize the site activity (ICS 214) and site communications (ICS 309) logs.
 - (2) Secure a copy of all formal messages exchanged during the activation event and a copy of the event's Incident Action Plan.
 - (3) Deliver station records to the Pinellas ACS Admin Officer.
- d. If additional communications equipment is required to meet the new mission requirements, proceed to the Pinellas County EOC and perform the following actions.

- (1) Pick-up communications equipment required to meet the new mission requirements.
 - (2) Return any communications equipment that is no longer needed.
- e. Each ACS team member should proceed to the new deployment location and arrive at least 15 minutes prior to the defined reporting period.
 - f. Each ACS team member must notify the NCS for the ACS Tactical-Resource net when they leave their initial deployment location, when stopping for any reason enroute to their new destination, and when they arrive at the new deployment site.

4.1.5 Deactivation

Deactivation will occur when all deployed ACS communication teams have been demobilized and Pinellas County Emergency Management notifies the ACS Leadership Team that ACS is authorized to deactivate.

4.1.5.1 ACS Leadership Team

The ACS Leadership Team will perform the following actions.

- a. Notify the NCS for each active ACS net that ACS is being deactivated.
- b. Notify the WCF ARES® Section Manager that Pinellas ACS is being deactivated.
- c. Upon receipt of the activation event dataset from the Admin Officer, deliver the data set to the Pinellas County Department of Emergency Management.

4.1.5.2 Net Control Stations

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

- a. Announce to the net that ACS is being deactivated. Net Control procedures for ACS deactivation are documented in section E.
- b. Complete the processing of any remaining message traffic.

- c. The ACS Tactical-Resource net will remain active to assist deployed ACS team members through the demobilization period.
- d. Once all deployed ACS team members have returned from deployment or indicate that they no longer need assistance, the NCS will secure the ACS Tactical-Resource net.
- e. Deliver a copy of all NCS logs and records to the ACS Admin Officer.

When notified by the ACS Leadership Team that ACS is being deactivated, the assigned NCS for the ACS Traffic net (if activated), will perform the following actions.

- a. Announce to the net that ACS is being deactivated. Net Control procedures for ACS deactivation are documented in Appendix E.
- b. Complete the processing of any remaining message traffic.
- c. Secure the net.
- d. Deliver a copy of all NCS logs and records to the ACS Admin Officer.

4.1.5.3 ACS Admin Officer

The admin officer will perform the following actions.

- a. Obtain the station records and NCS logs from each ACS communications team that took part in the activation event.
- b. Download from the Winlink Radio Message Server (RMS) a copy of all Winlink messages exchanged during the activation event.
- c. Create a copy of the data set obtained from all ACS Communication teams and the Winlink RMS. The ACS Leadership Team will use this copy to create an after-action report.
- d. Deliver the original data set for the activation event to the RO.

5 OPERATIONS

This section of the document addresses the operational activities that occur once PinCo ACS has been activated.

5.1 MESSAGE TRAFFIC

PinCo ACS was created to support and augment local government communications during periods of local, regional, or national emergencies. At the heart of its mission is the accurate and timely exchange of information between served agency partners. To perform this mission, ACS members must correctly format, prioritize, and exchange information using the best communication channel at their disposal. This section will provide members with the information needed to properly prioritize and format messages during an ACS activation event.

5.1.1 Message Content and Security

Since Part 97 prohibits the use of encryption or any other method that would obscure the meaning of an amateur radio transmission, ACS operators cannot guarantee that the information they exchange will not be intercepted by individuals other than the intended recipient. Users and served agencies should assume that the public and various news organizations may be monitoring amateur radio frequencies during an activation event. With this in mind, the following types of information should not be transmitted by amateur radio.

- a. Personally Identifying Information (PII) – Example, death of a named individual, social security number, passport number, driver's license number, patient identification number, etc.
- b. Health Insurance Portability and Accountability Act (HIPAA) data – Example, any part of an individual's medical record.

Although it is not the responsibility of the ACS operator to determine if the information contained in a served agency message contains PII or if the information is compliant with HIPAA, the operator should remind the message originator that information exchange by

amateur radio may be monitored by others and that they should have no expectation of privacy.

5.1.2 Message Precedence

During an activation event, prioritizing the flow of information is a critical component of network management. Precedence is the message attribute that enables the NCS to prioritize messages properly. All message traffic, whether informal or written, should be assigned a message precedence.

The ARRL® NTS™ defines four levels of message precedence. The definitions listed below are sourced from various ARRL® NTS™ and RRI documents and are listed in highest to lowest priority order.

- a. **EMERGENCY**: Any message having life and death urgency to any person or group of persons, that is transmitted by Amateur Radio in the absence of regular commercial facilities. The use of this precedence should generally be limited to traffic originated and signed by authorized partner officials. This includes official messages of welfare agencies during emergencies requesting supplies, materials, or instructions vital to relief efforts for the stricken populace in emergency areas. Due to the lack of privacy on radio, EMERGENCY messages should only be sent via Amateur Radio when regular communication facilities are unavailable. ***When in doubt, do not use it.*** Valid uses of the EMERGENCY precedence include but are not limited to the following events.
 - (1) Requests for Emergency Medical Services (EMS) or Ambulance
 - (2) Requests for Police assistance
 - (3) Requests for Fire assistance
- b. **PRIORITY**: Any official message having a specific time limit, or any emergency-related message not covered by the EMERGENCY precedence. This precedence is usually only associated with official traffic to, from, or related to a disaster area.

- c. **WELFARE:** Any message concerning the whereabouts or health and welfare of an individual in the disaster area, or a message from the disaster area that indicates all is well. Welfare traffic is handled only after all EMERGENCY and PRIORITY traffic is cleared. Welfare Traffic is normally only tolerated outbound (e.g., Individuals giving their welfare status) for the first 72-hours after a disaster. And then after that, the network would consider inbound Welfare Traffic/queries. The Red Cross equivalent to an incoming Welfare message is a Disaster Welfare Inquiry (DWI).
- d. **ROUTINE:** Messages unrelated to any emergency. As a general rule, during activation events ROUTINE messages will not be sent or received by Pinellas ACS.

5.1.3 Tactical Call Signs and Winlink Tactical Addresses

Tactical call signs are used to identify a specific location or function that may be staffed by different operators during an exercise or activation event. Examples include but are not limited to EOCs, evacuation shelters, government agencies, and Non-Governmental Organization (NGOs). ACS members do not need to know the specific Federal Communication Commission (FCC) call sign of the individual staffing a specific location, they only need to know the tactical call sign. Even if the operator at a specific location changes, the tactical call sign does not.

During exercise periods and activation events, ACS will use the tactical call signs listed in Appendix D. If members are deployed to a location that is not listed in Appendix D, the NCS will assign the new location a tactical call sign in real-time. Individuals operating from home will continue to use their FCC call sign when exchanging information on the net.

NOTE: *The FCC, Part 97.119, requires all stations to identify themselves at least once every ten-minutes and at the end of the station's last transmission. When using tactical call signs, users should end their last transmission by stating their tactical call sign followed by their FCC call sign.*

5.1.3.1 Winlink Tactical Addresses

A Winlink tactical address performs the same function within Winlink that a tactical call sign performs on a voice net. And, as with tactical call signs, during exercise periods and activation events, ACS will use the Winlink tactical addresses listed in Appendix D. Each listed Winlink tactical address and its corresponding password was created by the ACS Leadership Team. Therefore, the need to create a new Winlink tactical address should be limited to only those occasions when ACS must deploy to a location not listed in Appendix D.

If the Winlink tactical address associated with your deployed location is already listed on the *Winlink Express Setup* menu, use the *Auxiliary Callsigns and Tactical Address Edit Entry* function to Enable the tactical address. Use the *Edit Entry* function to disable all other Tactical Addresses. Only one Pinellas ACS Winlink tactical address should be enabled per deployment location.

If the Winlink tactical address associated with your deployment location is not listed on the *Winlink Express Setup* menu, use the *Auxiliary Callsigns and Tactical Address Add Entry* function to add the appropriate Winlink Tactical Address from Appendix D. Refer to Figure 4 for an example of the *Winlink Tactical Address Add Entry* function.

When entering the tactical address into the *Add Entry* window, ensure that the address is an exact match to the desired Winlink address listed in Appendix D. Each Winlink tactical address used by Pinellas ACS has been assigned a password. The ACS Leadership Team will provide Winlink tactical address passwords to users on an as needed basis. Once the address and password have been entered, check the *Enabled* box, and then save the address. Use the *Edit Entry* function to disable all other Tactical Addresses. Only one Pinellas ACS Winlink tactical address should be enabled per deployment location.

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The image shows the 'Winlink Express Properties' dialog box. The 'Call Signs' section contains fields for 'My Callsign' (WA1RYQ), 'My Password' (*****), 'Callsign suffix (optional)', 'Password recovery e-mail' (*****), and a 'Show password' checkbox. The 'Contact Information (Optional)' section includes fields for 'Name' (Michael H. Drake), 'Street address 1', 'Street address 2', and 'City' (Seminole). The 'Auxiliary Callsigns and Tactical Addresses' section lists 'PINCO-EOC' and 'PINCO-STN12' with checkboxes and buttons for 'Add Entry', 'Remove Entry', and 'Edit Entry'. The 'My Grid Square' is EL87OU, and the 'Winlink Express registration key' is *****. The 'Service Codes' section shows 'PUBLIC EMCOMM'. The 'Auxiliary Callsign or Tactical Address' sub-dialog is open, showing 'Callsign/Tactical Address' (PINCO-STN12), 'Password' (*****), 'Enabled' checkbox (checked), and buttons for 'Save' and 'Cancel'. The main dialog also has 'Update' and 'Cancel' buttons at the bottom.

Figure 4. Winlink Tactical Address Menu

Once a tactical address is created, messages can be sent from, and to, the tactical address's mailbox. To select the Winlink tactical address as the sending station address (From), select the *From address pulldown menu* and highlight the Winlink tactical address. Refer to Figure 5 for an example of Winlink tactical address selection.

NOTE: Although a tactical address can be used in most Winlink network topographies, a tactical address cannot be used when exchanging information in a Peer-to-Peer (P2P) network.

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The screenshot shows a 'Winlink Tactical Address Selection' window titled 'Enter a new message'. The interface includes a menu bar with options: 'Post to Outbox', 'Select Template', 'ICS 213', 'Winlink Check-in', 'Field SitRep', 'Attachments', 'Spell Check', 'Save in Drafts', and 'Close'. Below the menu bar, there are fields for 'From:' (set to 'WA1RYQ'), 'To:' (set to 'WA1RYQ'), 'Cc:' (set to 'PINCO-STN12'), 'Subject:' (set to '213-EXERCISE Hurricane SPOCK 2023-P/ EXERCISE - Equipment Shortage - 2023-09-25 05:55'), and 'Attach:' (set to 'RMS_Express_Form_ICs213_Initial_Viewer.xml;FormData.txt;'). There is also a 'Send as:' dropdown set to 'Winlink Message' and a checked box for 'Request message receipt'. A 'Set Defaults' button is located next to the 'Request message receipt' checkbox. The main body of the window contains a 'GENERAL MESSAGE (ICS 213)' section with the following text:
** THIS IS AN EXERCISE **
1. Incident Name: EXERCISE Hurricane SPOCK 2023
2. To (Name and Position): Clayton Parrott / Pinellas County EOC
3. From (Name and Position): James Kirk / Bauder Shelter Administrator
4. Subject: P/ EXERCISE - Equipment Shortage
5. Date: 2023-09-25
6. Time: 05:55
7. Message:

EXERCISE

Bauder Elementary School Shelter is critically short of cots and blankets. Request immediate delivery of additional 150 cots and blankets.

EXERCISE

8. Approved by: Jonathan Archer
8a. Position/Title: Shelter Manager
[Sender: WA1RYQ Lat: 27.840667, Lon:-82.828333, MGRS:]

Express Sending Station: WA1RYQ
Senders Express Version: 1.7.9.0
Senders Template Version: ICS 213 v.43.0

Figure 5. Winlink Tactical Address Selection

5.1.4 Tactical Radio Messages.

Tactical radio messages are informal unstructured messages that are normally voiced directly from the originator to the intended recipient. They are best used to support either non-critical simple messages or messages that require immediate action from the recipient. Examples of the appropriate use of tactical radio messages are listed below.

- a. Command communications
- b. Life-safety matters when timing is critical (e.g., Fire, Ambulance, Police)
- c. Search and rescue operations
- d. Direct conversations between third parties
- e. Task assignments and completions
- f. Resource coordination
- g. Weather status

5.1.5 Formal Radio Messages.

Formal messages are structured written messages used to create a permanent record of the message traffic exchanged during an activation event. The use of a formal written message format also reduces the likelihood that an error will be introduced into the message during transport. Most formal message traffic will be authored by the served agency partners being supported by ACS.

Examples of the appropriate use of formal messages are listed below.

- a. Station activation and closure
- b. Damage assessments
- c. Shelter and EOC status
- d. Situation report updates
- e. Declarations and bulletins
- f. Resource and logistic requests

Although many of the served agencies ACS is likely to support have agency specific forms, the two formal message formats used most often during an activation event are the Radiogram and the National Incident Management System (NIMS) ICS 213.

5.1.5.1 Radiograms

The radiogram is the standard message format used for exchanging written traffic via amateur radio. Detailed instructions for the creation, transfer, and delivery of radiograms are documented in the *NTS™ Methods and Practices Guidelines (NTS™ MPG)*. When creating messages addressed to individuals or institutions that are not active participants in the ACS network (e.g., Health and Welfare messages), authors should closely follow the instructions in the NTS™ MPG.

However, when exchanging messages with other ACS stations during an activation event, the content of some radiogram fields may need to be modified. Information that may be unique to

the radiograms generated during ACS activation is contained in the following paragraphs. A sample radiogram designed to exchange information between ACS users is shown in Figure 6.

a. Message Preamble

- (1) Number – The message number is a unique numeric value (i.e., no letters or special symbols) that is assigned by the station originating the message. The assigned number follows the message from source to destination and is never changed enroute.
- (2) Precedence – Refer to paragraph 5.1.2 for detailed information about the use of precedence.
- (3) Handling Instructions (HX) – During ACS activation, this optional field should only be used if the originating station is requesting that the addressee reply to or acknowledge receipt of the message. When a reply is requested, the HX code “E” should be entered into the field. If receipt acknowledgement is requested, the HX code “C” should be entered into the field. No other codes should be used.
- (4) Station of Origin – The amateur radio call sign of the station that originated the message. Do not use tactical call signs in this field during ACS deployments.
- (5) Check – The number of word groups contained within the text section of the message.
- (6) Place of Origin – During an ACS activation, this field is used to identify the deployment location of the station originating the message. If in use, the tactical call signs listed in Appendix D may be used in this field.
- (7) Time Field – Enter the time, in 24-hour format (local time), that the message was created.
- (8) Date – Enter the date that the message was created.

- b. Message Addressee - This section should include the name and location of the intended message recipient. If in use, the tactical call signs listed in Appendix D may be used in this field. Whenever possible, always include a phone number and email address.
- c. Message Text – This section contains the message information generated by the individual identified in the message signature. Even though during activation events the number of word groups is unlimited, users should request that message authors use concise language and limit the size whenever possible.
- d. Message Signature – This section includes the name and title of the individual originating the message. In most cases, this will be a member of the served agency that the station is supporting.
- e. Relay and Delivery Records – This section identifies the amateur radio callsign of the station to whom the user directly sent the message or the call sign of the station that directly sent the message to the local user. The time and date of each transaction must also be included. The ICS 309, Communications Log, cannot be properly maintained without this information.

Refer to Figure C- 2 and Figure C- 3, Traffic Operations Aid, for additional information about message formatting and processing.

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ARRL — the national association for Amateur Radio™

RADIOGRAM

NUMBER 13	PRECEDENCE P	HX	STATION OF ORIGIN WA1RYQ	CHECK 11	PLACE OF ORIGIN BAUDER ELEMENTARY	TIME FILED 1550 EST	DATE OCT 09
TO CLAYTON PARROTT PINELLAS EOC				THIS RADIO MESSAGE WAS RECEIVED AT			
PHONE NUMBER 727 123 4567				AMATEUR STATION _____ PHONE _____			
E-MAIL EMAIL.AT.SIGN.DOMAIN.DOT.COM				NAME _____ E-MAIL _____			
				STREET _____			
				CITY, STATE, ZIP _____			
<p>BAUDER ELEMENTARY SCHOOL SHELTER IS 5 HEADS SHORT OF FULL CAPACITY</p>							
<p>JAMES T KIRK BAUDER SHELTER ADMINISTRATOR</p>							
FROM		DATE		TIME		TO	
REC'D						SENT W4ACS	
						DATE OCT 09	
						TIME 1558 EST	

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 ARRL, HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111

THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATION AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATIONWIDE MESSAGE HANDLING.

Labels and Arrows:

- PREAMBLE:** Red arrow pointing to the top header area.
- ADDRESSEE:** Blue arrow pointing to the TO field.
- MESSAGE TEXT:** Purple arrow pointing to the main message body.
- SIGNATURE:** Green arrow pointing to the signature line.
- RELAY AND DELIVERY RECORDS:** Green arrow pointing to the bottom tracking section.

Figure 6. Sample Radiogram

5.1.5.2 General Message Form ICS 213

When ACS is operating under the direction of Pinellas County Emergency Management, members will use the ICS 213 General Message form to record and transfer formal written message traffic. Portable Document Format (PDF) fillable copies of ICS 213 and a booklet containing all ICS forms are located at the Federal Emergency Management Agency (FEMA) ICS Resource Center Web site. Refer to Appendix B for website information. Detailed instructions for completing the form are listed in Appendix C.6. A sample ICS 213 designed to exchange information between ACS users is shown in Figure 7.

Winlink users should refer to paragraph 5.1.5.3 for detailed information about Winlink versions of the ICS 213.

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GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): EXERCISE Hurricane SPOCK 2021		
2. To (Name and Position): Clayton Parrott, Pinellas County EOC, 727-123-4567, email@domain.com		
3. From (Name and Position): James T. Kirk / Bauder Shelter Administrator		
4. Subject: EXERCISE – Equipment Shortage	5. Date: 2021-10-09	6. Time 1615 EST
7. Message: EXERCISE Bauder Elementary School Shelter is critically short of cots and blankets. Request immediate Delivery of additional 30 cots and blankets. EXERCISE		
8. Approved by: Name: Jonathan Archer Signature: _____ Position/Title: Shelter Manager		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	

Figure 7. Sample ICS 213 General Message

5.1.5.2.1 Convert Original ICS 213 to Radiogram

The ACS membership will be required to transmit and receive messages that are generated using the ICS 213 general message form. These message forms do not, however, contain the network management fields needed by radio operators to send or receive messages via voice or Continuous Wave (CW). Therefore, it will be necessary for users, upon receipt of an ICS 213 message from a served agency partner, to convert the ICS 213 into a standard radiogram prior to transmission. When users receive a standard radiogram containing an ICS 213 message, users can convert the radiogram back into an ICS 213 prior to delivery.

The information contained in each field of the ICS 213 should be transferred to the corresponding radiogram field identified in Table IV. Figure 8 displays the mapping between the two forms.

Table IV. ICS 213 Radiogram Field Conversion		
No	ICS 213 Field Name	Radiogram Field
1	Incident Name	First Line in the Text section of the radiogram.
2	To (Name and Position)	Addressee of radiogram.
3	From (Name and Position)	Signature of radiogram.
4	Subject	Addressee OP NOTE. Include indicator that radiogram contains an ICS 213.
5	Date	Preamble Date.
6	Time	Preamble Time. Use 24-hour format (Local Time).
7	Message	Text section of radiogram.
8	Approved by (Name/Position/Title)	Normally, this will be the same as the data in the "From" field of the ICS 213; however, if a different individual is listed in the approved by field; then, enter as a signature OP NOTE.

The remaining fields of the radiogram should be completed in accordance with the information shown in Table V. Once message conversion is complete, the user should send the message using standard voice or CW procedures.

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Table V. Radiogram Fields	
Radiogram Field	Instructions
Message Number	The message number is a unique numeric value (i.e., <u>no</u> letters or special symbols) that is assigned by the station originating the message. The assigned number follows the message from source to destination and is never changed enroute.
Precedence	Refer to paragraph 5.1.1 for detailed information about the use of precedence.
Handling Instructions (HX)	During ACS activation, this optional field should only be used if the originating station is requesting that the addressee reply to or acknowledge receipt of the message. When a reply is requested, the HX code “E” should be entered into the field. If receipt acknowledgement is requested, the HX code “C” should be entered into the field. No other codes should be used.
Station of Origin	The amateur radio call sign of the station that originated the message. <u>Do not</u> use tactical call signs in this field during ACS deployments.
Place of Origin	During an ACS activation, this field is used to identify the deployment location of the station originating the message. If in use, the tactical call signs listed in Appendix D may be used in this field.
Addressee OP NOTE	<p>Enter an OP NOTE that contains the phrase “ICS 213 MESSAGE”. If the ICS 213 contains a Subject, then, add the subject text to the OP NOTE. The OP NOTE must be included even if no Subject was entered onto the original ICS 213.</p> <p>EXAMPLE: OP NOTE ICS 213 MESSAGE SUBJECT EXERCISE EQUIPMENT SHORTAGE</p>
Signature OP NOTE	<p>An OP NOTE is required only if the individual listed in the Approved by field of the ICS 213 is not the same individual that is listed in the From field of the ICS 213.</p> <p>EXAMPLE: OP NOTE APPROVED BY JONATHAN ARCHER SHELTER MANAGER</p>

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GENERAL MESSAGE (ICS 213)			
1. Incident Name (Optional): <u>EXERCISE Hurricane SPOCK 2021</u>			
2. To (Name and Position): <u>Clayton Parrott, Pinellas County EOC, 727-123-4567, email@domain.com</u>			
3. From (Name and Position): <u>James T. Kirk / Bauder Shelter Administrator</u>			
4. Subject: <u>EXERCISE – Equipment Shortage</u>	5. Date: <u>2021-10-09</u>	6. Time: <u>1615 EST</u>	
7. Message:			
<u>EXERCISE</u>			
<u>Bauder Elementary School Shelter is critically short of cots and blankets. Request immediate Delivery of additional 30 cots and blankets.</u>			
<u>EXERCISE</u>			
8. Approved by: Name: <u>Jonathan Archer</u> Signature: _____ Position/Title: <u>Shelter Manager</u>			
9. Reply:			
10. Replied by: Name: _____ Position/Title: _____ Signature: _____			
ICS 213 Date/Time: _____			

ARRL — the national association for Amateur Radio™							
RADIOGRAM							
NUMBER 14	PRECEDENCE TEST P	HX E	STATION OF ORIGIN WA1RYQ	CHECK 29	PLACE OF ORIGIN BAUDER ELEMENTARY	TIME FILED 1615 EST	DATE OCT 09
TO CLAYTON PARROTT PINELLAS COUNTY EOC				THIS RADIO MESSAGE WAS RECEIVED AT			
PHONE NUMBER 727 123 4567				AMATEUR STATION _____ PHONE _____			
E-MAIL EMAIL ATSIGN DOMAIN DOT COM				NAME _____ E-MAIL _____			
				STREET _____			
				CITY, STATE, ZIP _____			
OP NOTE ICS 213 MESSAGE SUBJECT EXERCISE EQUIPMENT SHORTAGE							
INCIDENT NAME EXERCISE HURRICANE SPOCK 2021							
EXERCISE BAUDER ELEMENTARY SCHOOL SHELTER IS CRITICALLY SHORT OF COTS AND BLANKETS X REQUEST IMMEDIATE DELIVERY OF ADDITIONAL 30 COTS AND BLANKETS EXERCISE							
JAMES T KIRK BAUDER SHELTER ADMINISTRATOR							
OP NOTE APPROVED BY JONATHAN ARCHER SHELTER MANAGER							
FROM		DATE		TIME		SENT TO W4ACS	
REC'D		OCT 09		1623 EST			
<p>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 THE MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111</p> <p>THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF CQ MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATION AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATIONWIDE MESSAGE HANDLING.</p>							

Figure 8. Form ICS 213 Conversion to Radiogram

5.1.5.2.2 Convert ICS 213 Reply Message to Radiogram

Many ICS 213 messages will request that the recipient provide a written response back to the originator. The lower section of the standard ICS 213 form is designed to record a message response. When an ACS member is provided with an ICS 213 containing the response to a previously received ICS 213 formatted radiogram, the radio operator will need to convert the ICS 213 reply into a standard radiogram and then locate the radiogram containing the original ICS 213 so that the appropriate return address and message reference data can be added to the reply radiogram.

The information contained in each field of the ICS 213 reply message should be transferred to the corresponding radiogram field identified in Table VI. Figure 9 displays the mapping between the original ICS 213 radiogram, the ICS 213 reply message, and the ICS 213 reply radiogram.

Table VI. ICS 213 Reply Radiogram Field Conversion		
No	ICS 213 Field Name	Radiogram Field
1	Incident Name	Not used.
2	To (Name and Position)	Not used.
3	From (Name and Position)	Addressee of the Radiogram.
4	Subject	Not used.
5	Date	Not used.
6	Time	Not used.
7	Message	Not used.
8	Approved by (Name/Position/Title)	Not used.
9	Reply	Text section of Radiogram.
10	Replied by (Name/Position/Time/Date)	<u>Name and Position</u> – Signature of radiogram. <u>Time</u> – Preamble Time. Use 24-hour format (Local Time). <u>Date</u> – Preamble Date.

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The remaining fields of the radiogram should be completed in accordance with the information shown in Table VII. Once message conversion is complete, the user should send the message using standard voice or CW procedures.

When users receive a standard radiogram containing an ICS 213 reply message, users can convert the radiogram back into an ICS 213 prior to delivery.

Table VII. Radiogram Fields	
Radiogram Field	Instructions
Message Number	The message number is a unique numeric value (i.e., <u>no</u> letters or special symbols) that is assigned by the station originating the reply message. The assigned number follows the message from source to destination and is never changed enroute.
Precedence	Refer to paragraph 5.1.1 for detailed information about the use of precedence.
Handling Instructions (HX)	During ACS activation, this optional field should only be used if the originating station is requesting that the addressee reply to or acknowledge receipt of the message. When a reply is requested, the HX code “E” should be entered into the field. If receipt acknowledgement is requested, the HX code “C” should be entered into the field. No other codes should be used.
Station of Origin	The amateur radio call sign of the station that originated the reply message. <u>Do not</u> use tactical call signs in this field during ACS deployments.
Place of Origin	During an ACS activation, this field is used to identify the deployment location of the station originating the reply message. If in use, the tactical call signs listed in Appendix D may be used in this field.
Addressee	Enter the Name and Position from the original ICS 213. Add the PLACE OF ORIGIN from the original radiogram that this message is responding to.
Addressee OP NOTE	Enter an OP NOTE that contains the phrase “ ICS 213 REPLY ”. The OP NOTE must also include the MESSAGE NUMBER and STATION OF ORIGIN (call sign) from the original radiogram that this message is responding to. EXAMPLE: OP NOTE ICS 213 REPLY WA1RYQ 14
Signature OP NOTE	Not used.

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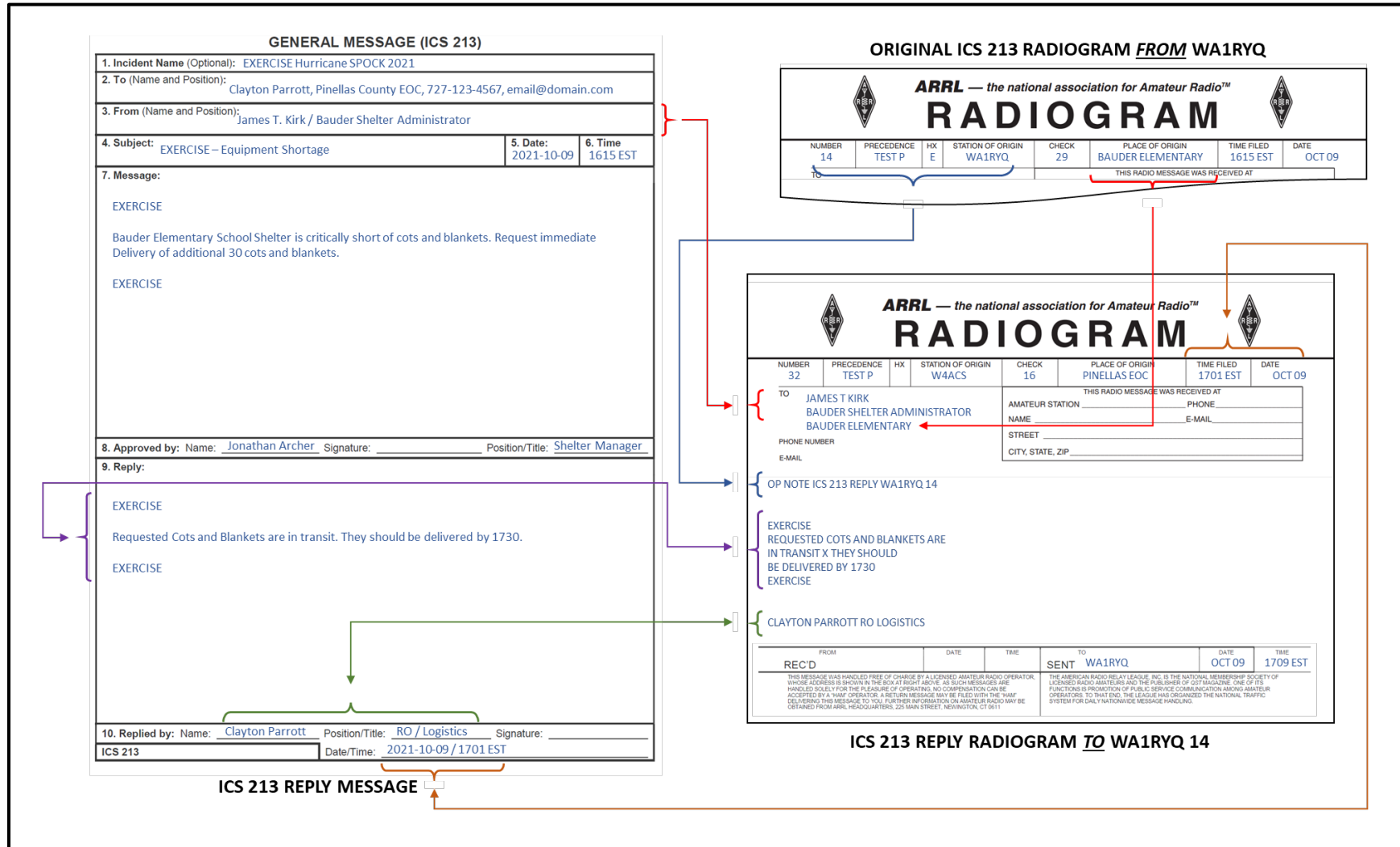


Figure 9. ICS 213 Reply Conversion to Radiogram

5.1.5.3 Winlink Messages

The Winlink development team has created a significant number of Hypertext Markup Language (HTML) based message templates that support both routine and emergency communication environments. A small sample of the many message templates available in Winlink are shown in Figure 10. Within this document, only the Winlink ICS 213 will be described in any detail. For additional information about Winlink, users should refer to the *Pinellas County ACS Winlink Training Plan*.

Only those ACS members who have completed the qualification steps documented in the *Pinellas County ACS Winlink Training Plan* are eligible for independent deployment as Winlink operators.

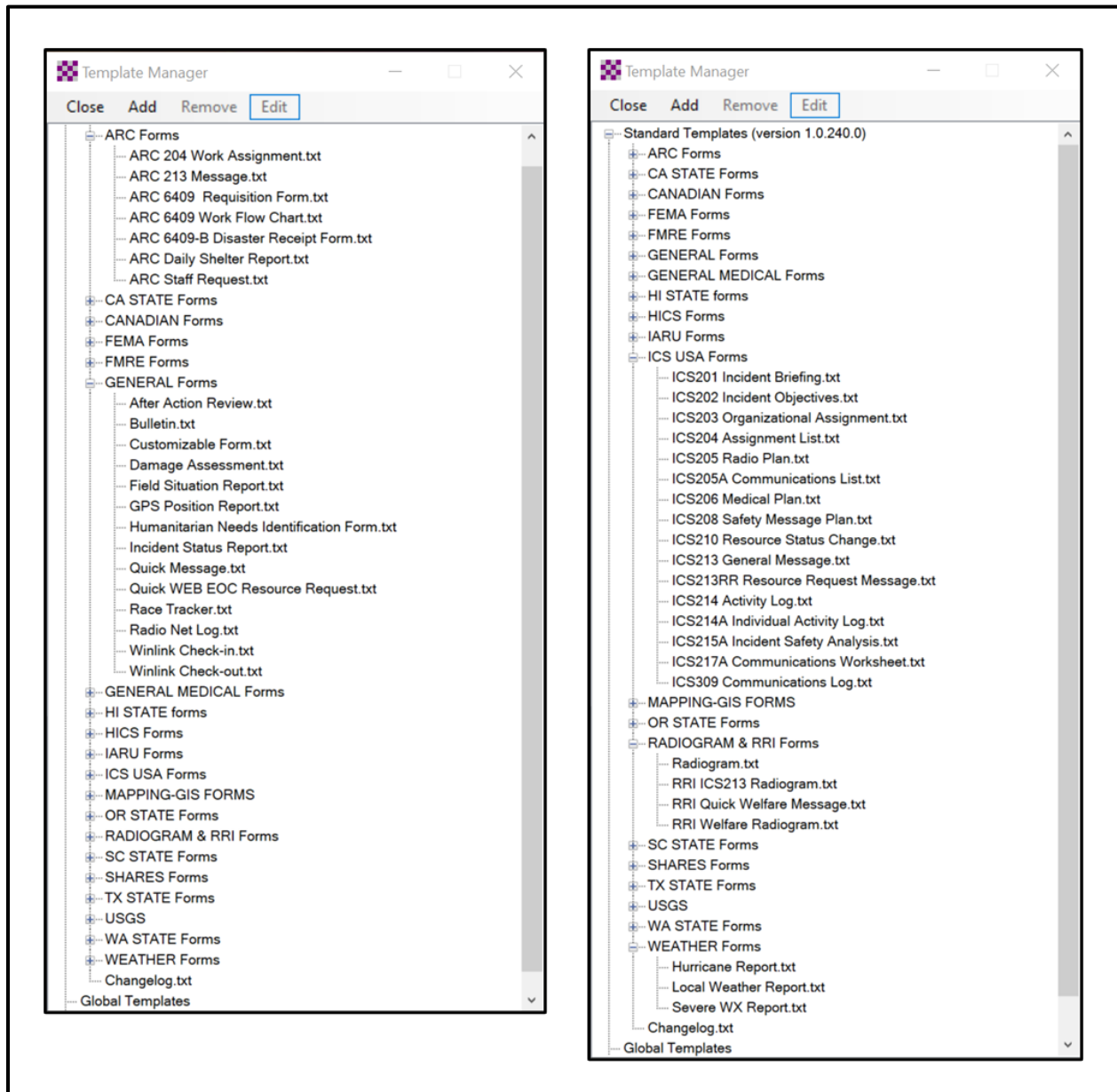


Figure 10. Winlink Message Templates

5.1.5.3.1 Winlink ICS 213 Message Form

Served agency personnel will provide message data to the Winlink operator as handwritten text, Microsoft (MS) Excel Spreadsheets, MS Word documents, or text files. It is the responsibility of the Winlink operator to enter the served agency data into the correct Winlink ICS form and send the information to the intended recipient. Served agency personnel will not operate the Winlink computer.

NOTE: *Winlink operators can export Winlink template files (e.g., ICS 213, Field Situation Report, etc.) onto a USB Flash Drive and then load the template files onto a served agency computer. The template files can then be used by served agency clients to create Winlink compatible messages using their computer's web browser. The completed messages are stored as text files and can be transferred back to the Winlink computer for transmission.*

All served agency information imported into the Winlink computer is to be performed via "Sneaker-net". The Winlink computer is never to be connected to a served agency computer, network, or another digital device (e.g., Phone, tablet, etc.). Information is entered into the computer via Universal Serial Bus (USB) thumb drives. These procedures are implemented to mitigate the potential transmission of malicious software between systems.

When the Winlink operator selects the ICS 213 template, a computer browser window will automatically open and display the message template. Users simply enter the data from the original ICS 213 into the corresponding field of the Winlink form and press the SUBMIT button. Refer to Figure 11 for an example of a completed Winlink template.

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Setup
Click to add an agency or group name

General Message (ICS 213)

☒ THIS IS AN EXERCISE
Load ICS213 INITIAL Data
Form Instructions

1. Incident Name: EXERCISE Hurricane SPOCK 2023

2. To (Name/Position): Clayton Parrott / Pinellas County EOC

3. From (Name/Position): James Kirk / Bauder Shelter Administrator

4. Subject: P/ EXERCISE - Equipment Shortage

5. Date: 2023-09-25

6. Time: 05:55

7. Message:

EXERCISE

Bauder Elementary School Shelter is critically short of cots and blankets. Request immediate delivery of additional 150 cots and blankets.

EXERCISE

8. Approved by: Jonathan Archer

8b. Position / Title: Shelter Manager

Optional Location Coordinates

Latitude 27.840667

Longitude -82.828333

MGRS Ex:11SNR0184195204

Grid EL87OU

LAT/LON and MGRS default to the center of the grid square listed in Express Settings, unless a GPS is used or Lat/LON or MGRS are entered manually. For Winlink mapping and CSV export you must enter a latitude and longitude.

Submit
Save ICS213 INITIAL Data
Reset Form

Ver 43.0

Figure 11. Winlink ICS 213 General Message Template

Once the message template is closed, the new message window will again be displayed. Three additional steps must be completed before the message can be sent. First, the Winlink operator must address the message to the intended recipient and send a copy to the PinCo ACS Admin Officer. Users should refer to Appendix D for the appropriate Pinellas ACS Winlink Tactical Address.

NOTE: *The requirement stating that a message copy must be sent to the PinCo ACS Admin Officer is not limited to the ICS 213. All Winlink messages, regardless of type, must include the PinCo ACS Admin Officer on the Cc line of the message.*

Second, the user must determine and assign the appropriate message precedence. Four precedence levels are defined within Winlink. Messages generated by ACS will only be assigned a Winlink precedence of ROUTINE, PRIORITY, or IMMEDIATE. Under no circumstances will any

message be assigned a Winlink precedence of FLASH. Table VIII should be used to identify the Winlink precedence that corresponds to the appropriate ARRL® NTS™ precedence definition.

Table VIII. WINLINK Message Precedence			
Winlink Precedence	ARRL® NTS™ Precedence	SUBJECT LINE Priority Indicator	Notes
FLASH (Z)	N/A	Z/	DO NOT USE
IMMEDIATE (O)	EMERGENCY	O/	
PRIORITY (P)	PRIORITY	P/	
ROUTINE (R)	ROUTINE	R/	Default for all messages

If the Winlink user determines that the appropriate Winlink precedence is ROUTINE, no further action is required before sending the message. If a precedence of PRIORITY or IMMEDIATE is required, the subject line priority indicator listed in Table VIII that corresponds to the selected precedence must be added to the message subject line.

NOTE: *The Winlink priority indicator can be placed anywhere within the subject line.*

Finally, the user must ensure that the originator receives an acknowledgement that each addressee received the ICS 213. Message Acknowledgements (receipts) can be a critical part of the documentation and audit trail created during an exercise or activation event. To receive an acknowledgement, the user must confirm that the “**Request Message Receipt**” box is checked in the header of the new message. If it is checked, no further action is required. If it is not checked, the user must check the box.

An example of a Winlink ICS 213 message that has been assigned a precedence of PRIORITY is shown in Figure 12. The addressee, priority, and acknowledgement attributes are shown in **Red**. Users should refer to paragraph 5.3.4.1 for additional information about exchanging Winlink messages via digital networks.

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The screenshot shows a Winlink ICS 213 message window titled "Enter a new message". The window has a menu bar with options: "Post to Outbox", "Select Template", "ICS 213", "Winlink Check-in", "Field SitRep", "Attachments", "Spell Check", "Save in Drafts", and "Close". Below the menu bar, there are fields for "From:" (WA1RYQ), "Send as:" (Winlink Message), a checked box for "Request message receipt", and a "Set Defaults" button. The "To:" field is filled with "PINCO-EOC;", and the "Cc:" field is filled with "PINCO-ADMIN;". The "Subject:" field contains "213-EXERCISE Hurricane SPOCK 2023-P/ EXERCISE - Equipment Shortage - 2023-09-25 05:55". The "Attach:" field shows "RMS_Express_Form_ICS213_Initial_Viewer.xml;FormData.txt;".

Below the form fields, the message content is displayed in a text area. It starts with "GENERAL MESSAGE (ICS 213)" and a list of 7 items. Item 1 is "** THIS IS AN EXERCISE **". Item 2 is "1. Incident Name: EXERCISE Hurricane SPOCK 2023". Item 3 is "2. To (Name and Position): Clayton Parrott / Pinellas County EOC". Item 4 is "3. From (Name and Position): James Kirk / Bauder Shelter Administrator". Item 5 is "4. Subject: P/ EXERCISE - Equipment Shortage". Item 6 is "5. Date: 2023-09-25". Item 7 is "6. Time: 05:55". Item 8 is "7. Message:". The message content is "EXERCISE Bauder Elementary School Shelter is critically short of cots and blankets. Request immediate delivery of additional 150 cots and blankets. EXERCISE".

At the bottom of the message content, there is a section for "8. Approved by: Jonathan Archer" and "8a. Position/Title: Shelter Manager". Below this, there is a line of text: "[Sender: WA1RYQ Lat: 27.840667, Lon:-82.828333, MGRS:]".

At the very bottom of the window, there is a status bar showing "Express Sending Station: WA1RYQ", "Senders Express Version: 1.7.9.0", and "Senders Template Version: ICS 213 v.43.0".

Figure 12. Completed Winlink ICS 213 Message

5.1.6 Exercise Messages

To become proficient at both creating and exchanging formal written traffic, ACS will schedule and perform a variety of Drills, Functional Exercises, Full-Scale Exercises, and ARRL® SETs.

During these training events, it is important that the messages generated and exchanged closely mirror those that users will likely encounter during a real activation event. However, it is just as important to ensure that no one mistakes a message generated during a training event as a report associated with a real-world emergency.

The following paragraphs describe how to properly format a message used during a training event.

5.1.6.1 Radiogram Exercise Message Format

To properly format a radiogram used during a drill or exercise, perform the steps listed below.

- a. Message Precedence -The word “**TEST**” should be added to the precedence.
 - (1) TEST R
 - (2) TEST W
 - (3) TEST P
 - (4) TEST EMERGENCY
- b. Message Text – Add the word “**EXERCISE**” to the text section of the radiogram.

The word “**EXERCISE**” should be the first and last words in the text section of the radiogram.

Refer to Figure 13 for an example of a properly formatted exercise radiogram. The radiogram attributes that clearly mark the radiogram as an exercise message are shown in **RED**.

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 ARRL — the national association for Amateur Radio™ 							
<h1 style="text-align: center;">RADIOGRAM</h1>							
NUMBER 14	PRECEDENCE TEST P	HX E	STATION OF ORIGIN WA1RYQ	CHECK 29	PLACE OF ORIGIN BAUDER ELEMENTARY	TIME FILED 1615 EST	DATE OCT 09
TO CLAYTON PARROT PINELLAS COUNTY EOC				THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ E-MAIL _____ STREET _____ CITY, STATE, ZIP _____			
PHONE NUMBER 727 123 4567 E-MAIL EMAILATSIGN DOMAIN DOT COM							
OP NOTE ICS 213 MESSAGE SUBJECT EXERCISE EQUIPMENT SHORTAGE INCIDENT NAME EXERCISE HURRICANE SPOCK 2021 EXERCISE BAUDER ELEMENTARY SCHOOL SHELTER IS CRITICALLY SHORT OF COTS AND BLANKETS X REQUEST IMMEDIATE DELIVERY OF ADDITIONAL 30 COTS AND BLANKETS EXERCISE JAMES T KIRK BAUDER SHELTER ADMINISTRATOR OP NOTE APPROVED BY JONATHAN ARCHER SHELTER MANAGER							
FROM		DATE		TIME		TO	
REC'D						SENT W4ACS	
						DATE OCT 09 TIME 1623 EST	
<small>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 ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111</small>				<small>THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATION AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATIONWIDE MESSAGE HANDLING.</small>			

Figure 13. Radiogram Exercise Message

5.1.6.2 ICS 213 Exercise Message Format

To properly format an ICS 213 exercise message, perform the three steps listed below.

- Incident Name (Block 1) – Add the word “**EXERCISE**” to the beginning of the Incident name.
- Message Subject (Block 4) - Add the word “**EXERCISE**” to the beginning of the message subject.
- Message Text (Block 7) – Add the word “**EXERCISE**” to the text section of the message. The word “**EXERCISE**” should be the first and last word in the message.

Refer to Figure 14 for an example of a properly formatted ICS 213 exercise message. The message attributes that clearly mark the ICS 213 as an exercise message are shown in **RED**.

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GENERAL MESSAGE (ICS 213)		
1. Incident Name (Optional): EXERCISE Hurricane SPOCK 2021		
2. To (Name and Position): Clayton Parrott, Pinellas County EOC, 727-123-4567, email@domain.com		
3. From (Name and Position): James T. Kirk / Bauder Shelter Administrator		
4. Subject: EXERCISE – Equipment Shortage	5. Date: 2021-10-09	6. Time: 1615 EST
7. Message: <p>EXERCISE</p> <p>Bauder Elementary School Shelter is critically short of cots and blankets. Request immediate Delivery of additional 30 cots and blankets.</p> <p>EXERCISE</p>		
8. Approved by: Name: <u>Jonathan Archer</u> Signature: _____ Position/Title: <u>Shelter Manager</u>		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	

Figure 14. ICS 213 Exercise Message

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5.1.6.3 Winlink ICS 213 Exercise Message Format

A Winlink ICS 213 exercise message is formatted in the same way as a standard ICS 213. Simply follow the steps documented in paragraph 5.1.6.2.

Refer to Figure 15 for an example of a properly formatted Winlink exercise ICS 213. The message attributes that clearly mark the ICS 213 as an exercise message are shown in **RED**.

The screenshot displays a Winlink ICS 213 message composition window. The title bar reads "Enter a new message". The menu bar includes "Post to Outbox", "Select Template", "ICS 213", "Winlink Check-in", "Field SitRep", "Attachments", "Spell Check", "Save in Drafts", and "Close". The "From" field is set to "WA1RYQ" and the "Send as" field is set to "Winlink Message". A checkbox for "Request message receipt" is checked, and a "Set Defaults" button is present. The "To" field contains "PINCO-EOC;" and the "Cc" field contains "PINCO-ADMIN;". The "Subject" field is "213- **EXERCISE** Hurricane SPOCK 2023-P/ EXERCISE - Equipment Shortage - 2023-09-25 05:55". The "Attach" field shows "RMS_Express_Form_ICS213_Initial_Viewer.xml;FormData.txt;".

Below the fields, the message content is displayed under the heading "GENERAL MESSAGE (ICS 213)". The content begins with "** THIS IS AN EXERCISE **" in red. It lists seven items:

1. Incident Name: **EXERCISE** Hurricane SPOCK 2023
2. To (Name and Position): Clayton Parrott / Pinellas County EOC
3. From (Name and Position): James Kirk / Bauder Shelter Administrator
4. Subject: P/ **EXERCISE** - Equipment Shortage
5. Date: 2023-09-25
6. Time: 05:55
7. Message:

The message body contains the text: "Bauder Elementary School Shelter is critically short of cots and blankets. Request immediate delivery of additional 150 cots and blankets." This is followed by another red heading: **EXERCISE**.

Item 8 is "Approved by: Jonathan Archer". Item 8a is "Position/Title: Shelter Manager" with the sender information "[Sender: WA1RYQ Lat: 27.840667, Lon:-82.828333, MGRS:]".

At the bottom, the following information is displayed:

Express Sending Station: WA1RYQ
Senders Express Version: 1.7.9.0
Senders Template Version: ICS 213 v.43.0

Figure 15. WINLINK Exercise Message

5.2 RECORD KEEPING

Record keeping is an important component of any exercise, event, or activation period. It provides a historical record of the events and actions that occurred during the activation period and will be instrumental in the creation of after-action reports and improvement plans. County, state, and federal officials will also likely make use of this information during their own after-action analysis.

5.2.1 Site Activity Log ICS 214

The Activity Log is used to record all significant events that occur during an exercise, event, or activation period. Deployed members of ACS are required to maintain an up to date and accurate record of all significant activities.

The ICS 214 has eight numbered fields. The six fields at the top of the form are unique to the activation event, site, and operational period.

- a. **Incident Name (Block 1):** This field contains the name of the Incident/activation event that is associated with the ICS 214. The ACS Leadership team will provide this information.
- b. **Operational Period (Block 2):** This field contains the start date (month/day/year) and time (24-hour local time) and end date and time for the operational period. This is the period over which the ICS 214 is applicable.
- c. **Name (Block 3):**
 - (1) When the form is used to record the events associated with a single individual, enter the name of the individual.
 - (2) When the form is used to record the events associated with an ACS communications team, site, or facility, enter the name of the team, site, or facility. For example, if Pinellas ACS has deployed a communications team to an emergency evacuation shelter, enter the name of the communications team into this field.

- d. **ICS Position (Block 4):** This field identifies the individual in charge of the ACS communications team (e.g., team lead) and the job being performed by ACS. In almost all cases, the job being performed is *Radio Operator*.
- e. **Home Agency (and Unit) (Block 5):** This field contains the name of the organization completing the form. Users should enter *PinCo ACS*.
- f. **Resources Assigned (Block 6):** This field contains the Name and FCC call sign of each individual assigned to the ACS communications team located at the facility identified in Block 3. The ICS Position, *Radio Operator*, and Home Agency, (e.g., *PinCo ACS*, *ARES®*, *Community Emergency Response Team (CERT)*, etc.) should be documented.

Once the top of the form is complete, users will enter significant events into Block 7. When entering information onto the form, time should be entered using a 24-hour format. Entries should be in local rather than Universal Coordinated Time (UTC). Significant events include but are not limited to the following:

- a. When the form is used to record the events associated with a single individual, enter all departures and arrivals. Users should include odometer readings for personally owned vehicles.
 - (1) Home
 - (2) Deployment locations
 - (3) Intermediate sites (e.g., EOC to pick up ACS radio kit, gas stations, etc.)
- b. Arrival and departure of team members (e.g., *PinCo ACS*, *ARES®*, *CERT*, etc.)
- c. Shift and operator changes
- d. Changes to station operational availability. Include addition or loss of specific bands, modes, power, etc.
- e. Changes in utility status (e.g., shore power, internet, cell service, water, etc.)

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- f. Events that could impact the ability of the deployed location to perform its defined mission (e.g., Generator failures, supply shortages, structural damage, overcrowding, unrest, etc.)
- g. Meetings and Briefings
- h. Issues with personnel
- i. Injuries
- j. Rumors
- k. Task assignments and completions

The final block on the form, Block 8, contains the name, title, and signature of the individual completing the form. Once complete, the time and date that the form was closed should also be entered. The Activity Log is provided to the PinCo ACS Admin officer at the conclusion of the exercise, event, or activation period. Refer to Figure 16 for an example of this form.

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ACTIVITY LOG (ICS 214)

1. Incident Name: Hurricane SPOCK 2021 (EXERCISE)		2. Operational Period: Date From: 4/30/2021 Date To: 4/30/2021 Time From: 1600 EST Time To: 2359 EST	
3. Name: Bauder Elementary		4. ICS Position: Mike Drake / Radio Operator	5. Home Agency (and Unit): PinCo ACS
6. Resources Assigned:			
Name	ICS Position	Home Agency (and Unit)	
Robert A Jones, <i>FCC Call Sign</i>	Radio Operator	PinCo ACS	
John Q Public, <i>FCC Call Sign</i>	Radio Operator	Lealman CERT	
Jane Q Smith, <i>FCC Call sign</i>	Radio Operator	Pasco ARES®	
7. Activity Log:			
Date/Time	Notable Activities		
4/30/2021 1552	Arrived at Bauder Elementary School Shelter.		
4/30/2021 1605	Begin equipment set-up.		
4/30/2021 1618	John Public, <i>FCC Call Sign</i> , from CERT Arrives on Site.		
4/30/2021 1624	Completed equipment set-up and notified the NCS that the site is operational.		
4/30/2021 1702	First evacuees arrive at the shelter.		
4/30/2021 1832	Shelter manager reports that the delivery of water bottles is short by a count of 200 units. Manager will request additional inventory via phone as cell service is still operational.		
4/30/2021 1901	Internet service at the shelter is no longer operational. Power and cell service still OK.		
4/30/2021 2243	Lost shore power. Radio equipment now operating on battery. Land line and cell service OK		
4/30/2021 2245	Land line and cell service down.		
4/30/2021 2302	Jane Smith, <i>FCC Call Sign</i> , from PASCO ARES Arrives on Site.		
4/30/2021 2316	Shelter manager has requested that ACS follow-up with EOC about status of water bottle delivery.		
8. Prepared by: Name:		Position/Title: _____ Signature: _____	
ICS 214, Page 1		Date/Time: _____	

Figure 16. Sample Site Activity Log ICS 214

5.2.2 Site Communications Log ICS 309

The Communications Log is used to record the details of all event specific message traffic that is exchanged during an exercise, event, or activation period. The NCS and ANCS will each maintain a log of the message exchanges that take place on their associated nets and each net participant will maintain a separate log of the message traffic sent and received by their individual station. These logs provide the basic reference from which to extract communications traffic history. The information on this form should **not** duplicate the information on the ICS 214.

A sample Site Communications Log, ICS 309, for voice and CW nets is shown in Figure 17. Since the ICS 309 is not a standard NIMS ICS form, users may encounter slightly different variants during a deployment. Therefore, users should concentrate on the information that should be recorded in the communications log rather than the exact format of the ICS 309.

The ICS 309 used by PinCo ACS has eight numbered fields. The four fields at the top of the form are unique to the activation event, site, and operational period.

- a. **Incident Name (Block 1):** This field contains the name of the Incident/activation event that is associated with the ICS 309. The ACS Leadership Team will provide this information.
- b. **Operational Period (Block 2):** This field contains the start date (month/day/year) and time (24-hour local time) and end date and time for the operational period. This is the period over which the ICS 309 is applicable.
- c. **Radio Net Name / Tactical Call Sign / Location (Block 3):** The content of this field is dependent on the position being filled by the Radio Operator.
 - (1) NCS/ANCS: This field will contain the name of the radio net being managed by the NCS and ANCS.
 - (2) Net Participant: This field will contain the tactical call sign of the net participant. If no tactical call sign has been assigned, this field will contain the location of the participant.

- d. **Radio Operator (Block 4):** This field contains the name and FCC call sign of the primary radio operator.

Once the top of the form is complete, users should log all incoming and outgoing formal message traffic, regardless of precedence into Block 5. When exchanging informal/tactical message traffic, users should log any message with a precedence of Emergency or Priority. Additional tactical message traffic can be logged at the user's discretion. Each entry in Block 5 is divided into the five fields listed below.

- a. **Time:** The time each message was sent or received. Use 24-hour format (Local Time).
- b. **Call Sign/ID FROM:** The FCC call sign or Tactical Call Sign of the station sending the message. When the sending station is the local station (i.e., the station identified in Blocks 3 and 4), the field can be left blank.
- c. **Call Sign/ID TO:** This field will contain the FCC call sign or tactical call sign of the station directly receiving the message. When the receiving station is the local station, the field can be left blank.
- d. **Msg # / Precedence / Origin:**
 - (1) Formal message – This field will contain the message number, message precedence, and the FCC call sign of the station that originated the message.
 - (2) Informal message – This field will contain the message precedence.
- e. **Message Subject/Notes:** This field should contain the subject of the message and any additional information that will help identify or track the message.

The final three blocks on the form contain the name of the individual completing the form and the time and date that the form was finalized.

- a. **Prepared by (Block 6):** Enter name and FCC call sign of the person completing the log.

- b. **Date and Time Prepared (Block 7):** Enter the time and date that the log was finalized and ready for delivery to the PinCo ACS Admin Officer.
- c. **Page __ of __ (Block 8):** Sequentially number all pages for the operational period covered by the log. Page numbers start over at one at the beginning of each new operational period.

The Site Communications Log is provided to the PinCo ACS Admin officer at the conclusion of the exercise, event, or activation period.

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[illegible]

Figure 17. Sample Communications Log ICS 309

5.2.2.1 Winlink Site Communications Log ICS 309

The Winlink computer program can generate an ICS 309 communications log from the information stored in its internal message database. It is therefore unnecessary to record Winlink messages in the Site Communications Log described in paragraph 5.2.2. At the conclusion of the exercise, event, or activation period, Winlink users should generate a Winlink ICS 309 and send the log to the PinCo ACS Admin Officer.

5.2.3 Additional Records

In addition to the Activity (ICS 214) and Site Communications Logs (ICS 309), users should also retain the information listed below. These records should be provided to the PinCo ACS Admin Officer at the conclusion of the exercise, event, or activation period.

- a. Copies of all ICS documentation provided to the ACS communications team (e.g., Incident Action Plan (IAP), ICS 205A, etc.)
- b. Copies of all formal messages sent and received. This includes all ARRL® radiograms and ICS 213 messages. Messages should be kept in numerical order (if possible) to simplify later location if a response to a message is received or if retransmission or clarification is required.
- c. Net Control Logs should record the call sign, tactical call sign, location, and status of each station that checks into the net. The log should also list all traffic that is passed and any significant issues that were encountered.

5.3 PINCo ACS NETS AND FREQUENCIES

Effective communication will only take place if ACS implements a detailed communications plan and ensures that the membership has ready access to the document. The ICS 217A, Communications Resource Availability Worksheet, the ICS 205, Incident Radio Communications Plan, and the ICS 204, Assignment List, will be used to document and distribute information to the membership.

The ICS 217A lists all the VHF/UHF nets, HF nets, and digital nets that could potentially be used during an ACS activation event. The document describes network functions, repeater system operational parameters, simplex frequencies, and operating modes. When ACS activation is imminent, the ACS Leadership Team will review the ICS 217A and identify the networks needed to support the activation event. The leadership team will then extract the appropriate network data from the ICS 217A to construct the event specific ICS 205.

With the ICS 205 complete, the leadership team will next create an ICS 204 for each type of ACS unit (e.g., EOC Radio Room, Shelter Comms, Critical Infrastructure Comms, etc.) scheduled for deployment during the activation. The ICS 204, in addition to detailing the work assigned to the ACS unit, will also document the subset of ICS 205 frequencies and networks planned for use by that unit. Figure 18 illustrates the workflow used to create the ICS 205 and ICS 204 documents.

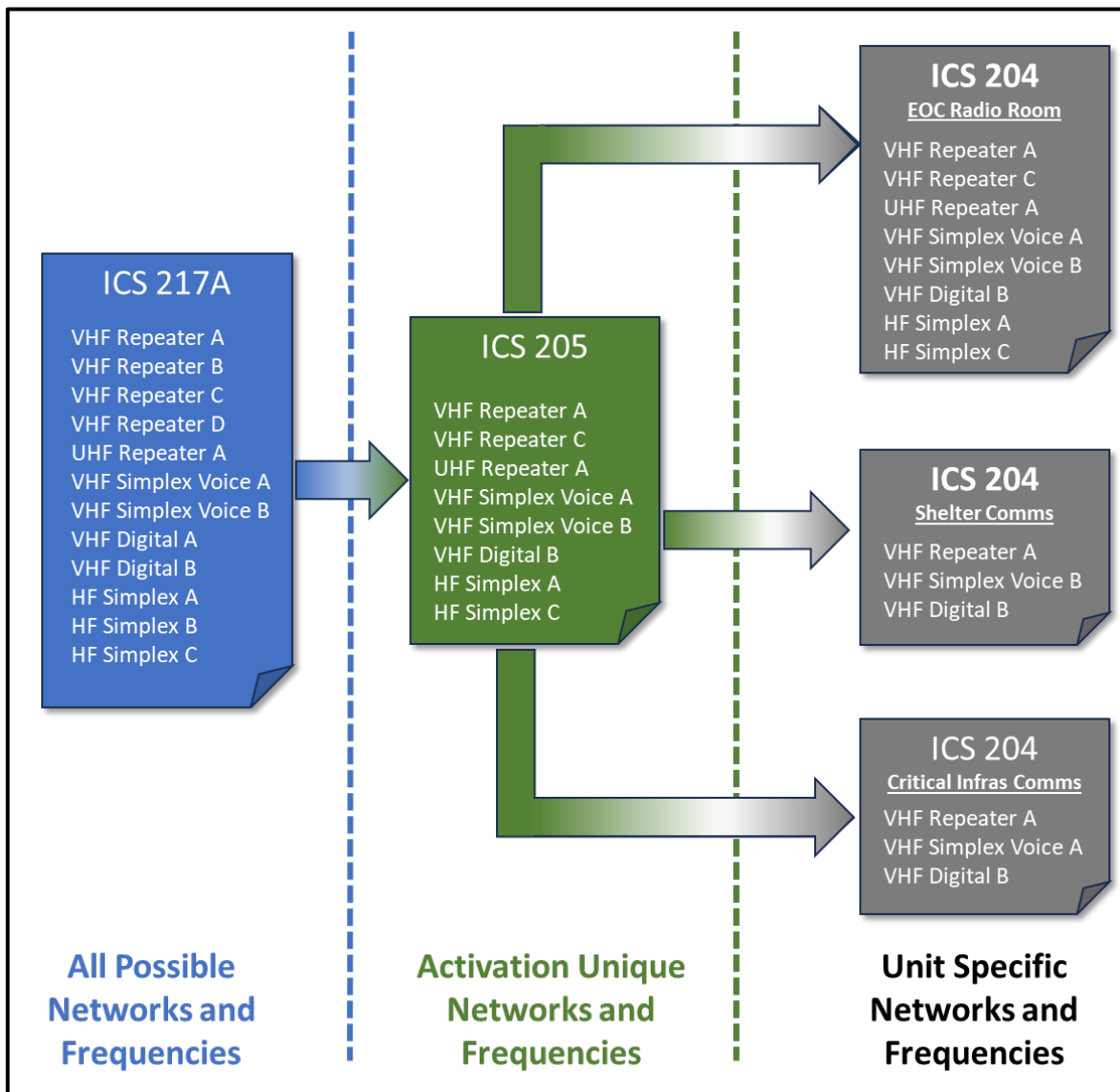


Figure 18. Frequency Planning

An ICS 204 unique to each type of ACS unit deployed during the activation event and the ICS 205 will be incorporated into the ACS Incident Action Plan and emailed to each ACS communications team as soon as it is available. If necessary, an updated IAP can also be distributed via Winlink.

The ICS 217A for PinCo ACS is documented in Appendix F. A sample ICS 205 is shown in Figure C- 6 and Figure C- 7 and a sample ICS 204 is shown in Figure C- 4 and Figure C- 5.

Each potential network used by ACS is documented in the following paragraphs. The interactions between each of the networks is shown in Figure 19.

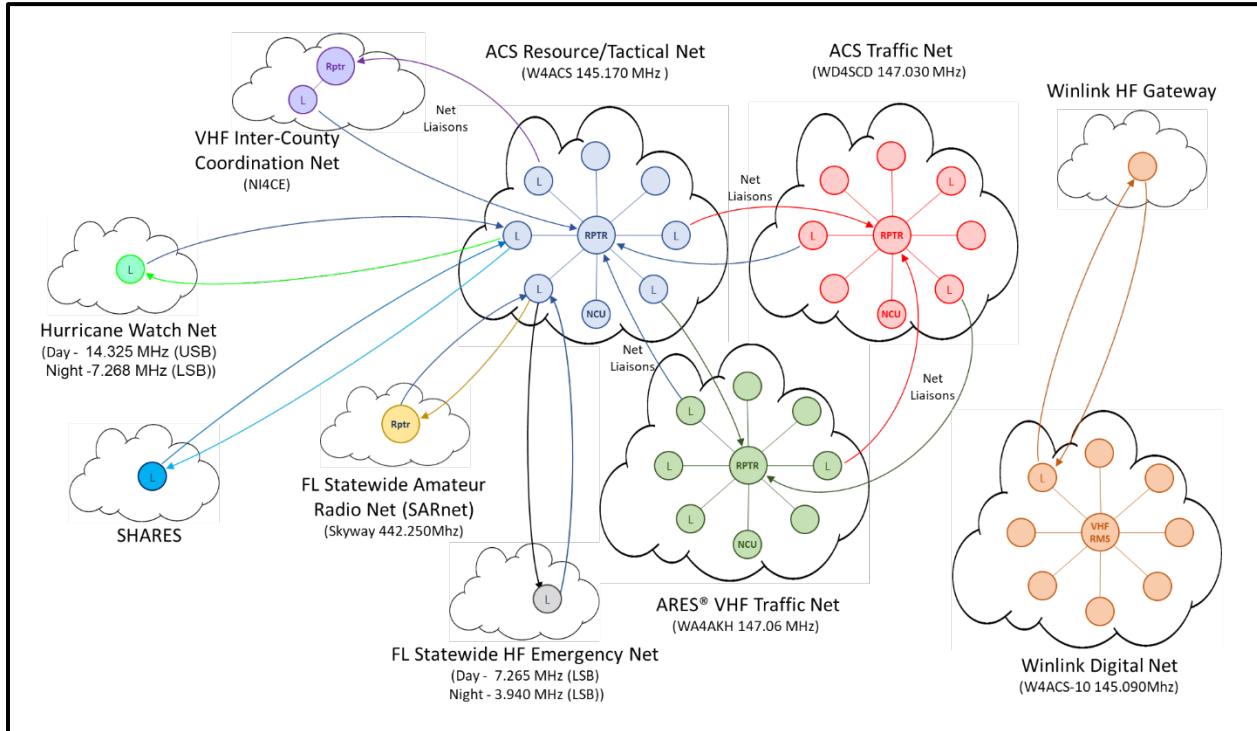


Figure 19. Pinellas ACS Emergency Net Structure

5.3.1 ACS Tactical-Resource Net

The Pinellas County ACS Tactical-Resource net will be activated to support the emergency and non-emergency events described in paragraph 4.1. When activated, the net has two main functions. First, as a tactical net, it will be used to manage the flow of real-time ACS tactical communications within the county. Second, as a resource net, its NCS will keep track of all ACS Communication Team members, the capabilities of each communications team, and the deployment status of each communications team. This net will also be used to issue assignments; locate needed equipment and supplies; and dispatch repair crews as needed. To keep the frequency available for tactical exchanges and resource management, whenever possible, formal written traffic will be redirected to the Winlink Digital Data net, the ACS Traffic net, or the ARES® VHF traffic net, as appropriate, for servicing.

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The W4ACS repeater system is the primary repeater used to support the tactical-resource net. Refer to Table IX for operational information.

NOTE: Each frequency table shown in this section has seven columns. The column definitions are consistent with the definitions used for the ICS 205. Refer to Appendix C.3 for ICS 205 column definitions.

Table IX. W4ACS Repeater System Frequencies						
Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode A, D, M	Remarks
Tactical-Resource	145.1700W	CSQ	144.5700W	156.7	A	Linked Rptr
Tactical-Resource	443.4000W	CSQ	448.4000W	156.7	A	Linked Rptr

5.3.2 ACS Traffic Net

The ACS Traffic net will only be activated if the ACS EOC radio room team determines that the volume of traffic on the ACS Tactical-Resource Net cannot be effectively managed using a single repeater. When activated, the mission of the ACS Traffic net is to offload the exchange of formal written **Priority** traffic from the Tactical-Resource Net to a secondary repeater.

The WD4SCD repeater system is the primary repeater used to support the ACS Traffic net. The WD4SCD repeater has a single transmitter site and five receive sites distributed throughout Pinellas County. The repeater receive sites are connected to the transmitter site using UHF communication links. Each communications team should identify the receiving station that is closest to their deployment location and then program their radio with the corresponding Continuous Tone Coded Squelch System (CTCSS) tone documented in Table X. Refer to Figure 20 for the location of each WD4SCD repeater site.

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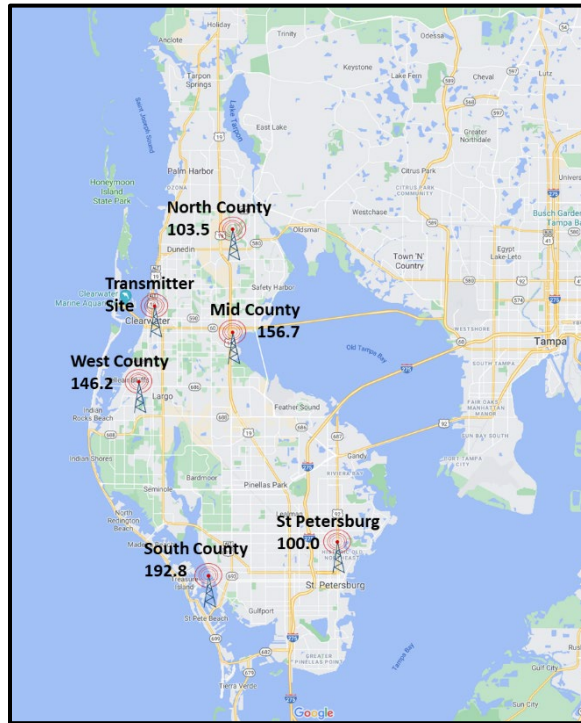


Figure 20. WD4SCD Repeater Site Locations

Table X. WD4SCD Repeater System Frequencies						
Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode A, D, M	Remarks
ACS Traffic Net	147.0300W	CSQ	147.6300W	100.0	A	St Petersburg
ACS Traffic Net	147.0300W	CSQ	147.6300W	103.5	A	North County
ACS Traffic Net	147.0300W	CSQ	147.6300W	156.7	A	Mid County
ACS Traffic Net	147.0300W	CSQ	147.6300W	146.2	A	West County
ACS Traffic Net	147.0300W	CSQ	147.6300W	192.8	A	South County

5.3.3 ARES® VHF Traffic Net

The ARES® VHF traffic net is used to exchange ***Routine*** and ***Welfare*** traffic between stations within Pinellas County and as a gateway for traffic destined for or received from locations outside of the Tampa Bay region. A Section/Regional traffic net liaison station will be assigned

to this net to expedite delivery of out of region traffic. The WA4AKH repeater system is the primary repeater used to support the ARES® VHF Traffic Net. Refer to Table XI for operational information.

Table XI. ARES® VHF Traffic Net Frequencies						
Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode A, D, M	Remarks
ARES® Traffic Net	147.0600W	CSQ	147.6600W	CSQ	A	WA4AKH

5.3.4 Digital Data Networks

5.3.4.1 Winlink Digital Data Net

The Winlink Digital Data Net is used to exchange both informal and formal message traffic between deployed ACS communication teams and the Pinellas EOC.

During many of the scenarios during which the data network will be operational, VHF RMS stations within the Tampa Bay region are likely to lose internet access. Therefore, VHF RMS stations will be configured to accept local message traffic, hold messages locally, and deliver messages addressed to local users who connect to the RMS.

Digital message flow control will be performed by manual collision avoidance; each user waiting for the frequency to become available before sending or receiving traffic. The ACS Tactical-Resource net will be used to notify Winlink digital net participants that digital traffic has been sent to the RMS.

If the NCS for the ACS Tactical-Resource net determines that a more managed form of flow control is required on the Winlink digital net, the NCS will take control of the digital net and users will be required to request permission before connecting to the RMS to deliver or retrieve message traffic.

The Winlink computer program maintains a database of all Winlink RMS stations. The database contains the relative location, modes, and frequencies of operation for each station. Within

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Pinellas County, the Winlink RMS station identified within Table XII is configured to support PinCo ACS. The W4ACS-10 Winlink RMS is the primary RMS used during ACS activation.

Table XII. Digital Data Network RMS Stations						
Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode A, D, M	Remarks
Local Winlink Data	145.0900W	CSQ	145.0900W	CSQ	D	W4ACS-10 EMCOMM Group 1200 baud Packet
Local Winlink Data	145.0900W	CSQ	145.0900W	CSQ	D	W4ACS-10 EMCOMM Group Vara FM Wide

If Winlink message traffic is required to leave the Tampa Bay region during an event where internet access has been lost throughout the Tampa Bay area, the PinCo EOC Radio Room will act as a liaison station and all out of region traffic will be sent to the PinCo EOC for relay out of area.

5.3.4.2 Automatic Packet Reporting System®.

The Automatic Packet Reporting System® (APRS®) is used to report position data from ACS units in the field, real-time weather information from amateur radio weather stations, and bulletins of interest to the community. APRS® also supports a text messaging capability between APRS® enabled units. Computer software, such as APRSIS32, can be used to display this information on a map of the region.

The APRS® digipeaters operating within the Tampa Bay area are listed in Table XIII.

Table XIII. APRS® Stations and Frequencies						
Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode A, D, M	Remarks
APRS® Digipeater	144.3900W	CSQ	144.3900W	CSQ	D	Verna-Manatee
APRS® Digipeater	144.3900W	CSQ	144.3900W	CSQ	D	Riverview- Hillsborough
APRS® Digipeater	144.3900W	CSQ	144.3900W	CSQ	D	Holiday-Pasco

Table XIII. APRS® Stations and Frequencies						
Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode A, D, M	Remarks
APRS® Digipeater	144.3900W	CSQ	144.3900W	CSQ	D	Rocky Point Tampa
APRS® Digipeater	144.3900W	CSQ	144.3900W	CSQ	D	Belleair

5.3.5 VHF Inter-County Coordination Net

The WA4GDN repeater (New Port Richey) has been designated as the inter-county operations frequency for Emergency operations during extensive or long-term events affecting multiple counties in Pinellas/Pasco/Hillsborough.

This frequency is for NCS use only and should be used to relay significant emergency events moving from county to county or along county borders including weather emergencies.

If the WA4GDN repeater is unavailable, then the N4TP repeater can be used as the inter-county frequency with the permission of the Hillsborough ARES®/RACES EC/RO.

WCF ARES® nets will be operated on a section level upon authorization of the WCF section EC or the section manager. Such nets will be conducted to support inter-county emergency operations using the NI4CE repeater system. Refer to Table XIV for operational information about inter-county coordination repeater systems.

Table XIV. Inter-County Coordination						
Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode A, D, M	Remarks
Regional Traffic	146.6700W	CSQ	146.0700W	146.2	A	WA4GDN N Prt Rich
Regional Traffic	147.1050W	CSQ	147.7050W	146.2	A	N4TP TARC EOC
Regional Traffic	145.4300W	CSQ	144.8300W	100	A	NI4CE Verna
Regional Traffic	443.4500W	CSQ	448.4500W	100	A	NI4CE Holiday
Regional Traffic	442.5500W	CSQ	447.5500W	100	A	NI4CE Riverview

5.3.6 Statewide Amateur Radio Net

“The Statewide Amateur Radio Network (SARnet) is a network of linked UHF voice repeaters that serves the State of Florida. During a significant emergency event, SARnet may be called upon for support, through an official state emergency request, and radio traffic in and out of an affected area may become heavy. ... During such an emergency, if a controlled net is called, it will be by [amateurs] working with the county and state EOCs.” (SARnet, 2021)

The SARnet frequencies accessible from Pinellas County are listed in Table XV.

Table XV. SARnet Frequencies						
Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode A, D, M	Remarks
Florida Command	442.2500W	CSQ	447.2500W	146.2	A	Skyway
Florida Command	442.8500W	CSQ	447.8500W	146.2	A	Tampa
Florida Command	444.8000W	CSQ	449.8000W	100	A	Sarasota

5.3.7 Florida Statewide HF Emergency Net

The Florida Statewide HF Emergency Net will be activated by the Florida Division of Emergency Management during declared states of emergency and used to exchange priority and emergency traffic between Florida County EOCs and the State of Florida EOC. The assigned frequencies for this net are listed in Table XVI.

Table XVI. FL Statewide Emergency HF Net Frequencies						
Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode A, D, M	Remarks
AUXCOMM Statewide	3.9400	CSQ	3.9400	CSQ	A	LSB; Primary 2000 to 0700 ET
AUXCOMM Statewide	3.9500	CSQ	3.9500	CSQ	A	LSB; Secondary 2000 to 0700 ET
AUXCOMM Statewide	7.2650	CSQ	7.2650	CSQ	A	LSB; Primary 0700 to 2000 ET

Table XVI. FL Statewide Emergency HF Net Frequencies						
Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode A, D, M	Remarks
AUXCOMM Statewide	7.2470	CSQ	7.2470	CSQ	A	LSB; Secondary 0700 to 2000 ET
AUXCOMM Statewide	7.2420	CSQ	7.2420	CSQ	A	LSB; Tertiary 0700 to 2000 ET

5.3.8 Hurricane Watch Net

“The primary mission of the Hurricane Watch Net is to disseminate tropical cyclone advisory information to island communities in the Caribbean, Central America, along the Atlantic seaboard of the U.S., and throughout the Gulf of Mexico coastal areas. [The Net will] also collect observed or measured weather data from amateur radio operators in the storm affected area as well as any post storm damage, and convey that information to the Hurricane Forecasters in the National Hurricane Center via the amateur radio station in the center ([WX4NHC](#)).” (Net, 2021)

The Hurricane Watch Net Frequencies are documented in Table XVII.

Table XVII. Hurricane Watch Net Frequencies						
Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode A, D, M	Remarks
Hurricane Watch Net	14.3250	CSQ	14.3250	CSQ	A	USB - Day
Hurricane Watch Net	7.2680	CSQ	7.2680	CSQ	A	LSB - Night

5.3.9 SKYWARN® Net

The mission of the SKYWARN® program in Pinellas County is to provide the National Weather Service Forecast Office at Tampa Bay with timely and accurate reports of severe weather phenomena so that a timely warning can be issued to the public of dangerous weather conditions that include tornadoes, hail, flooding, and damaging thunderstorm winds.

SKYWARN® operations within Pinellas County are documented in the *Pinellas County ACS SKYWARN® Operations Plan* document.

NOTE: *The W4ACS repeater is the primary repeater system for SKYWARN® operations within Pinellas County. If the ACS Leadership Team directs the NCS to establish a Tactical-Resource net when a SKYWARN® net is already active on the W4ACS repeater, the NCS for the Tactical-Resource net will notify the SKYWARN® NCS that the SKYWARN® net will be combined with the Tactical-Resource net. Once the two nets are combined, all severe weather and after-action damage reports should be reported to the NCS for the Tactical-Resource net.*

5.3.10 SHARES Coordination Network

The SHARED RESources (SHARES) Coordination Network (SCN) is the Department of Homeland Security's High Frequency (HF) Radio System. Its purpose is to provide an additional means for users with a national security and emergency preparedness mission to communicate when landline and cellular communications are unavailable. Local governments, state governments, the federal government, critical infrastructure, and disaster response agencies can use SHARES to coordinate and transmit their emergency messages. The SHARES radio network is available 24 hours a day to provide emergency communications and operates at one of three readiness levels.

- a. **Operational Level 3** - Conditions normal. No emergency exists. The ten-channel SCN may be used by SHARES station personnel for training and non-emergency operations.
- b. **Operational Level 2** - Emergency potential exists. Non-emergency operations on the SCN suspended. SCN monitoring increased. Communications operations established on the National and Regional nets to receive Stations Availability Reports.
- c. **Operational Level 1** - Emergency exists. SHARES message support required. National and regional nets maintain full-period operations to receive Station

Availability Reports, to list SHARES message traffic, and to coordinate the processing of SHARES messages.

The ACS Radio room located at the Pinellas County EOC has an operational SHARES radio system that can exchange digital traffic using Winlink PACTOR 3 and PACTOR 4 protocols. Each county EOC within the WCF region that has an operational SHARES system is listed in Table I. During activation events, EOC radio operators will need to consult the SHARES Handbook to identify the stations, frequencies, and/or Automatic Link Establishment addresses needed to send and receive message traffic using the SCN.

5.4 CONTINGENCY OPERATIONS

Once activated, ACS must continue to perform its mission even when equipment failures render one or more repeater systems inoperative. The loss of shore power, back-up power systems, masts, or antennas can disable a repeater and immediately disrupt network operations.

Although it is not possible to plan for every potential failure, the contingency plans listed in the following paragraphs should address the failures most likely to be encountered.

5.4.1 Tactical-Resource Net Repeater System Failure

During an activation event, Pinellas ACS will establish a Tactical-Resource net using the W4ACS repeater system. If for any reason this repeater system becomes unusable, Pinellas ACS will implement the following contingency plan.

- a. The Tactical-Resource NCS will perform the following actions.
 - (1) Starting with the primary backup repeater system, WD4SCD, identify the highest priority repeater system listed in Table XVIII that is operational.
 - (2) If **none** of the repeaters listed in Table XVIII are operational, then activate a simplex net in accordance with the procedures documented in paragraph 5.4.3.

Table XVIII. Back-up Repeater System Frequencies						
Function	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode A, D, M	Remarks
Primary Backup	147.0300W	CSQ	147.6300W	156.7 ^A	A	WD4SCD
Secondary Backup	147.0600W	CSQ	147.6600W	CSQ	A	WA4AKH
Third Backup	146.8500W	CSQ	146.2500W	146.2	A	W4ORM
Forth Backup	<i>TBD</i>		<i>TBD</i>	<i>TBD</i>	<i>A</i>	<i>TBD</i>

^A Refer to Table X for a complete list of the CTCSS tones for the WD4SCD repeater system.

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- (3) Select the highest priority backup repeater and then announce on the W4ACS output frequency that the ACS Tactical-Resource net is moving to the selected back-up repeater system. The announcement should identify the back-up repeater system and reference the appropriate ICS 205.

NOTE: *Some stations monitoring the W4ACS repeater may have activated the tone squelch feature on their local transceiver. To ensure that all stations receive the simplex announcements broadcast on the output frequency of the repeater, a subaudible tone of 156.7 Hz must be utilized by the NCS and alternate NCS during these announcements.*

- (4) Direct the alternate NCS to remain on the W4ACS output frequency and repeat the announcement once every 15-minutes for 1-hour.
- (5) Change frequency to the selected back-up repeater system.
- (6) If a secondary net is operational on the selected back-up repeater system (e.g., ACS Traffic net), wait for a break in message traffic and then call the NCS for the secondary net.
 - (a) Notify the NCS that the primary repeater system has failed and that the ACS Tactical-Resource net will be combined with the secondary net.
 - (b) The Tactical-Resource NCS will assume the duties as the NCS for the combined net. The Secondary net's NCS will assume the role of alternate NCS.
 - (c) Since this is a combined net, a new net roster will need to be created. The NCS should re-establish the net and call for net check-ins.
- (7) If a secondary net is not operational on the selected back-up repeater system, perform the following actions.
 - (a) Announce that the ACS Tactical-Resource net is now active on the selected back-up repeater system.

- (b) Perform a rollcall of ACS Tactical-Resource net participants to determine which stations successfully transitioned to the new repeater system.
- b. Tactical-Resource net participants will perform the following actions.
 - (1) Listen to and follow any directions heard on the output frequency of the W4ACS repeater system.
 - (2) If no directions are heard, scan each of the repeater systems listed in Table XVIII for net activity. Once the correct backup repeater is found, follow the directions of the NCS.
 - (3) If no activity is found on any of the backup repeater systems, assume that the net is operating in simplex mode. Refer to paragraph 5.4.3 for additional information.

5.4.2 ACS Traffic Net Repeater System Failure

The ACS Traffic net will only be activated if the ACS EOC radio room team determines that the volume of traffic on the ACS Tactical-Resource Net cannot be effectively managed using a single repeater. WD4SCD is the primary repeater system for the ACS Traffic net. If the ACS Traffic Net has been activated and for any reason this repeater system becomes unusable, Pinellas ACS will implement the following contingency plan.

- a. The ACS Traffic Net NCS will perform the following actions.
 - (1) Starting with the secondary backup repeater system, WA4AKH, identify the highest priority repeater system listed in Table XVIII that is operational.
 - (2) If none of the repeaters listed in Table XVIII are operational, then activate a simplex net in accordance with the procedures documented in paragraph 5.4.3.

- (3) Select the highest priority backup repeater and then announce on the WD4SCD output frequency that the ACS Traffic net is moving to the selected back-up repeater system. The announcement should identify the back-up repeater system and reference the appropriate ICS 205.
- (4) Direct the alternate NCS to remain on the WD4SCD output frequency and repeat the announcement once every 15-minutes for 1-hour.
- (5) Change frequency to the selected back-up repeater system.
- (6) If a secondary net is operational on the selected back-up repeater system (e.g., Traffic net), wait for a break in message traffic and then call the NCS for the secondary net.
 - (a) Notify the NCS that the primary repeater system has failed and that the ACS Traffic net will be combined with the secondary net.
 - (b) The ACS Traffic net NCS will assume the duties as the NCS for the combined net. The Secondary net's NCS will assume the role of alternate NCS.
 - (c) Since this is a combined net, a new net roster will need to be created. The NCS should re-establish the net and call for net check-ins.
- (7) If a secondary net is not operational on the selected back-up repeater system, perform the following actions.
 - (a) Announce that the ACS Traffic Net is now active on the selected back-up repeater system.
 - (b) Perform a rollcall of ACS Traffic Net participants to determine which stations successfully transitioned to the new repeater system.

- b. ACS Traffic Net participants will perform the following actions.
 - (1) Listen to and follow any directions heard on the output frequency of the WD4SCD repeater system.
 - (2) If no directions are heard, scan each of the repeater systems listed in Table XVIII for net activity. Once the correct backup repeater is found, follow the directions of the NCS.
 - (3) If no activity is found on any of the backup repeater systems, assume that the net is operating in simplex mode. Refer to paragraph 5.4.3 for additional information.

5.4.3 County Wide Simplex Net Operation

During an activation event, a county wide simplex net will only be activated if the primary, secondary, and tertiary repeater systems within the county are all inoperative.

Pinellas County is thirty-eight miles long from north to south and fifteen miles wide at its broadest point. Its elevation varies throughout the county from sea level to a high point of 110 feet near the intersection of SR 580 and Countryside Blvd in Clearwater. For many stations, the county's topography will limit the number of simplex VHF/UHF communication links they can establish.

To overcome this problem, the NCS will need to identify and assign an appropriate number of relay stations. The procedure used by ACS will form a tree structure of up to four branches or tiers.

- a. Tier-1: NCS
- b. Tier-2 Relay Stations: Those stations heard directly by the NCS
- c. Tier-3 Relay Stations: Those stations heard by the Tier-2 Relay stations
- d. Tier-4 stations: Those stations heard by the Tier-3 Stations.

Fortunately, most of the county's critical infrastructure supported by ACS, (e.g., EOC's, hospitals, evacuation shelters, etc.) is located on high ground. This mitigates, to some extent, the number of relay stations that will be required.

ACS will activate a county wide simplex net in accordance with the following procedures.

- a. The NCS will perform the following actions.
 - (1) Announce on the output frequency of the WD4SCD repeater system that the net is now operating in simplex mode. The announcement should state the following information.
 - (a) The simplex frequency is 146.4300 MHz wideband.
 - (b) **TBD**

NOTE: *The WD4SCD repeater does not broadcast a subaudible tone; therefore, users cannot enable the tone squelch feature on their local transceiver when using this repeater. The NCS and Alternate NCS do not need to use a subaudible tone when broadcasting on the output frequency of the WD4SCD repeater.*

- (2) Direct the alternate NCS to remain on the WD4SCD output frequency and repeat the announcement once every 15-minutes for 1-hour.
- (3) Change frequency to the designated simplex frequency.
- (4) Call for check ins, checking in those stations you hear. The stations heard by Net Control will be referred to as Tier-2 Relays. Refer to Figure 21. The NCS and its associated Radio Frequency (RF) coverage map is shown in **Red**.
- (5) Request, in turn (one at a time), that each the Tier-2 relay stations call for check-ins and then report back to net control with their list of additional net stations. Refer to Figure 21. The Tier-2 stations and their associated RF coverage map are shown in **green**.

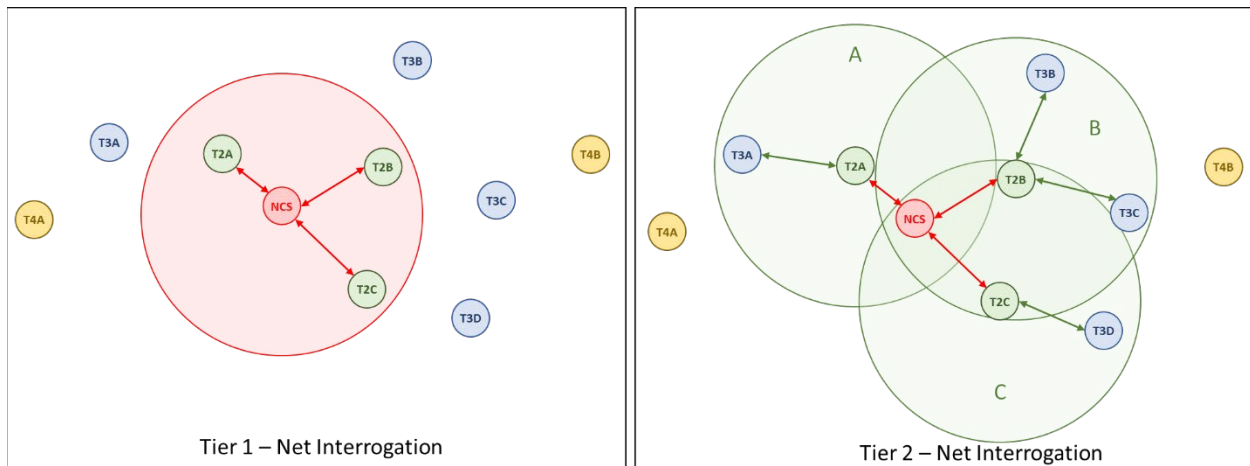


Figure 21. Simplex Net – Tier-1 and Tier-2

(6) Depending on the size of the network and the distribution of stations throughout the county, the NCS may need to perform a Tier-3 level net check-in. To perform a Tier-3 net check-in, the NCS will perform the following actions. Refer to Figure 22. The Tier-3 stations and their associated RF coverage map are shown in **blue**.

- (a) Request, in turn (one at a time), that each the Tier-2 relay stations direct each of their subordinate Tier-3 stations to call for net check-ins.
- (b) Once each of the Tier-3 stations under the control of a Tier-2 relay station has completed net check-in, the Tier-2 relay will report back to net control with a list of additional net stations.

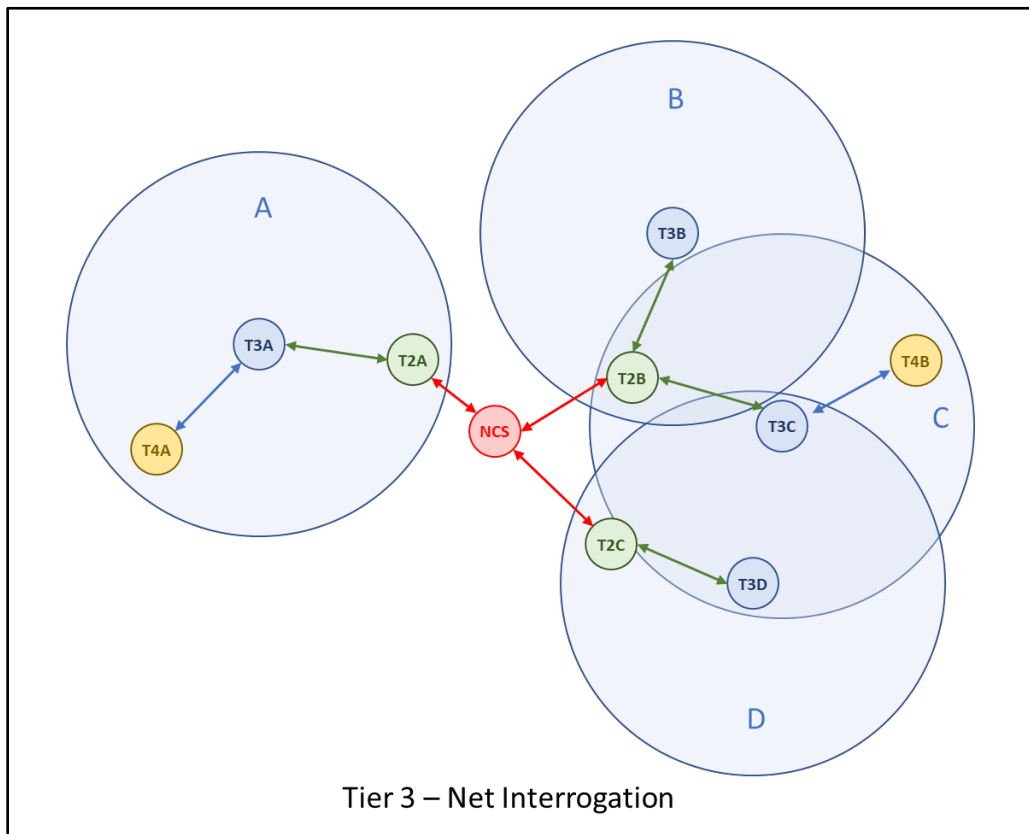


Figure 22. Simplex Net – Tier-3 Net Interrogation

- (7) When the check in portion is over, the net should go on as any other net would. Have each of the Tier-2 and Tier-3 relay stations pass your instructions and bulletins. Be sure to ask if anyone needs fills or relays periodically.

NOTE: Once the county wide simplex net has been established, the NCS will need to determine if the scope of the emergency, the number of stations participating in the net, and the amount of traffic that needs to be passed can be efficiently managed in a single net. If the NCS determines that a single county wide simplex net will result in unacceptable delays in message delivery times, the NCS should split the county wide net into two separate nets in accordance with the procedures documented in paragraph 5.4.4.

- b. Net participants will perform the following actions.
 - (1) Listen to and follow any directions heard on the output frequency of the WD4SCD repeater system.
 - (2) Remain on assigned frequency until either released from the net or given other instructions.
 - (3) It is possible that you may hear several stations call for check-ins. Only check-in to the net one time.

5.4.4 Split County Simplex Net Operation

Pinellas ACS may need to split the county wide simplex net into two independent nets if the county wide simplex net is unable to process and deliver all critical messages in a timely manner. If required, the two independent county nets will be implemented in accordance with the following procedure. Refer to Figure 23 to determine which simplex net to join.

- a. The countywide simplex NCS will perform the following actions.
 - (1) Request that a Tier-2 station located south of Ulmerton road verify that the south county simplex frequency is clear and available for use.
 - (a) If it is not available for use, the south county Tier-2 station should propose an alternate frequency.
 - (2) Announce that the county wide simplex net will be split into two independent nets. The announcement should include the following information.
 - (a) All stations operating north of Ulmerton Road will remain on the current frequency of 146.4300 MHz.
 - (b) All stations operating south of Ulmerton Road will change frequency to 146.4700 MHz (or the alternate frequency proposed by the south Tier-2 station).
 - (c) Identify the north county and south county area NCS.

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NOTE: Only one additional NCS should be required. The current county wide simplex NCS should assume the role of NCS for the area of the county in which he or she is located.

- (3) Request that each Tier-2 and Tier-3 relay station repeat the announcement and direct all stations to move to their designated area frequency.

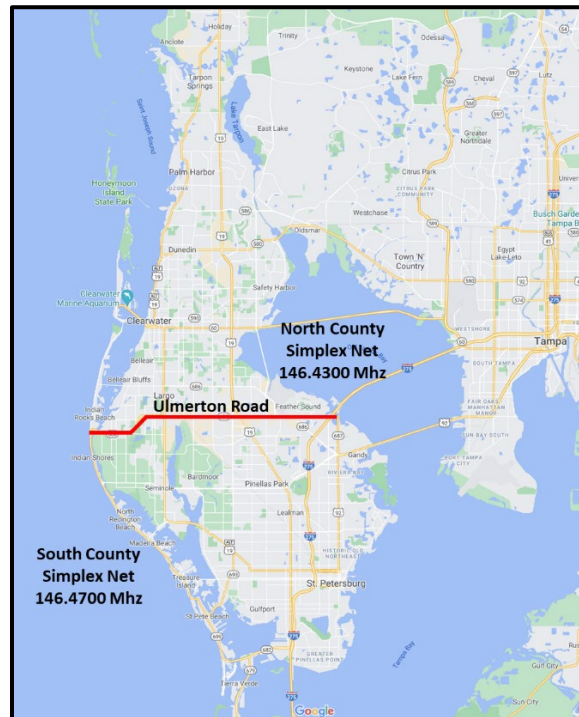


Figure 23. Split County Simplex Net Operation

- b. Once the net has been split, the north and south area NCS's should perform the following actions.
 - (1) Perform a rollcall of stations within their respective areas. Direct Tier-2 and Tier-3 stations to relay check-ins as required.
 - (2) Assign a liaison station to pass message traffic to the alternate (i.e., North or South) area simplex net.

- c. Net participants will perform the following actions.
 - (1) Listen to and follow all NCS directions.
 - (2) Remain on assigned area frequency until either released from the net or given other instructions.

5.4.5 Winlink Failure Modes

The Winlink network is a fault tolerant system that will continue to provide users with the ability to exchange digital message traffic even when one or more critical network components has failed. This section describes the most common failure modes ACS is likely to encounter. For additional information about Winlink, readers should refer to the *Pinellas County ACS Winlink Training Plan*.

NOTE: *VHF RMS stations within Pinellas County will be configured to act as mail servers for local message traffic when internet service becomes unavailable.*

5.4.5.1 Primary Winlink RMS Failure

The Winlink Data net will be activated when the ACS Tactical-Resource Net is activated or at the direction of the ACS Leadership Team. The RMS located at the Pinellas EOC, W4ACS-10, is the primary RMS used by the Winlink Data net. If for any reason this RMS becomes unusable, Pinellas ACS will implement the following contingency plan.

NOTE: *If the W4ACS repeater system is operational, the Winlink NCS will use this repeater system to coordinate the flow of Winlink traffic within the data network. If the W4ACS repeater system is not operational, the Winlink NCS will establish a simplex voice net on the same frequency as the Winlink Data net.*

- a. The NCS for the Winlink Data Net will perform the following actions.
 - (1) Starting with the primary backup RMS, KJ4RUS-10, identify the highest priority RMS listed in Table XIX that is operational.

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- (2) If **none** of the RMS stations listed in Table XIX are operational, then activate a Winlink P2P net in accordance with the procedures documented in paragraph 5.4.5.2.

Table XIX. Back-up Digital Data Network RMS Stations							
Function	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode A, D, M	Remarks
Tactical Data Primary Backup	Local Winlink	145.0700W	CSQ	145.0700W	CSQ	D	KJ4RUS-10 PUBLIC Group Packet 1200
Tactical Data Primary Backup	Local Winlink	145.0700W	CSQ	145.0700W	CSQ	D	KJ4RUS-10 PUBLIC Group Vara FM
Tactical Data Secondary Backup	Local Winlink	TBD	CSQ	TBD	CSQ	D	TBD

- (3) Select the highest priority back-up RMS that is operational and then announce on the Winlink voice coordination frequency that the Winlink data net is moving to the selected back-up RMS.
- (4) Resume normal Winlink data net operation.
- b. Winlink Net participants will perform the following actions.
- (1) Listen to and follow any directions heard on the Winlink voice coordination frequency.
- (2) Remain on assigned frequency until either released from the net or given other instructions.

5.4.5.2 Winlink Peer-to-Peer Operation

Depending on the type of emergency ACS is supporting, it is possible that the primary and all back-up RMS stations may become unusable. When this failure mode is encountered, ACS will activate a Winlink P2P net in accordance with the procedure listed below. Figure 24 displays the topography of a P2P VHF network. All digital exchanges are coordinated by net control. Each

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VHF unit within the network can exchange information with any other network participant within VHF range.

- a. The NCS for the Winlink Data Net will perform the following actions.
 - (1) Announce on the Winlink Voice Coordination frequency that the Winlink Data Net is now operating in P2P mode. The announcement should state the following information.
 - (a) The simplex frequency is 145.0900 MHz.
 - (b) The call sign of each Winlink VARA FM digipeater.
 - (2) Perform a rollcall of Winlink Data Net participants to determine which stations are capable of a P2P connection with the Winlink Station located at the Pinellas EOC.
 - (3) Assign a north and south county relay station.
 - (4) Ask the north county relay station to perform a rollcall of the north county Winlink Data net participants who were unable to establish a P2P connection with the EOC.
 - (5) Ask the south county relay station to perform a rollcall of the south county Winlink Data net participants who were unable to establish a P2P connection with the EOC.

NOTE: Although a VARA digipeater station does not require a VARA license, a VARA license is required by any station attempting to pass information through a VARA digipeater.

- (6) If the north and south relay stations are configured to support VARA FM, and the stations they are supporting are also VARA FM capable, ask the relay stations to configure themselves as VARA FM digipeaters.
- (7) Resume normal Winlink Data net operations.

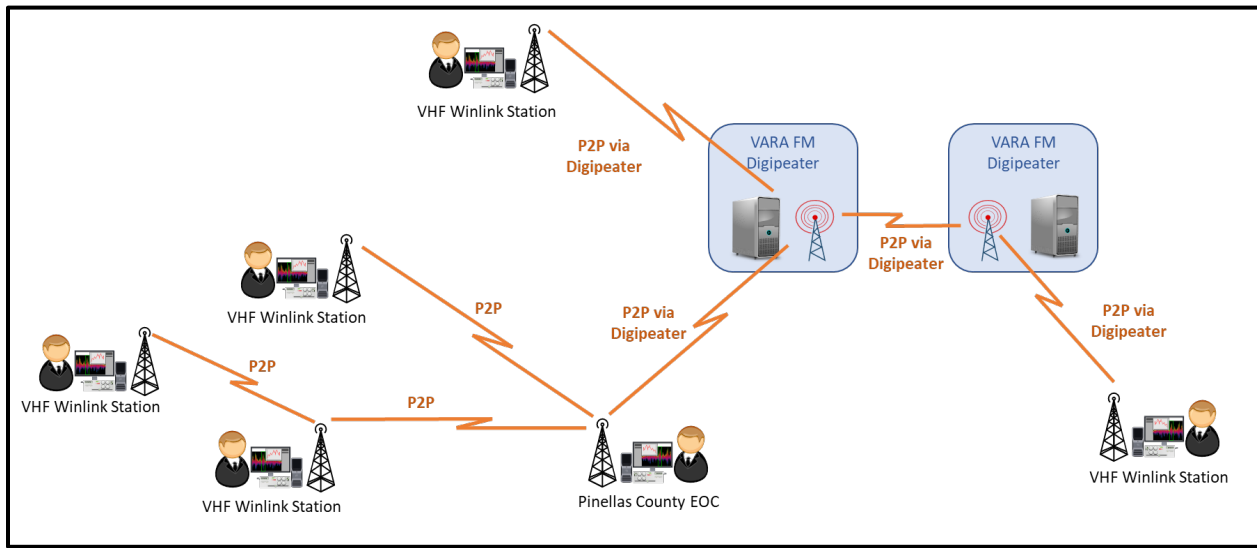


Figure 24. Winlink P2P Network

- b. Winlink Net participants will perform the following actions.
- (1) Listen to and follow any directions heard on the Winlink Voice coordination frequency.
 - (2) If unable to establish a direct P2P link with the Pinellas EOC, send and receive traffic via the designated relay station. If your local station is configured for VARA FM operation and the designated relay station is also configured as a VARA FM digipeater, send and receive traffic via the digipeater.

5.4.5.3 Regional Internet Failure

When regional internet outages occur, remote HF RMS stations can be accessed to exchange traffic with stations outside of the affected area.

5.4.5.4 Total Internet Failure – Winlink Radio-Only Hybrid Network

The Winlink radio-only hybrid network capability was developed to ensure that federal, state, and local agencies could maintain email connectivity in the unlikely event of a total internet outage.

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Although many natural disasters (hurricanes, earthquakes, fires, etc.), industrial accidents, or terrorist attacks could cause widespread and even regional power, cell, and internet service outages, individual Winlink users should still be able to connect to an RMS outside the impacted region. RMS gateways within the impacted region can be configured to store and deliver messages to local users and forward out of area messages to RMS gateways outside the impacted region using PACTOR or VARA HF. Therefore, the radio-only capability of Winlink should rarely, if ever, need to be used.

Figure 25 displays a network topography using the hybrid network to exchange data between Winlink users (Clients) during a nationwide internet outage. For additional information about the Winlink hybrid network, readers should refer to the *Pinellas County ACS Winlink Training Plan*.

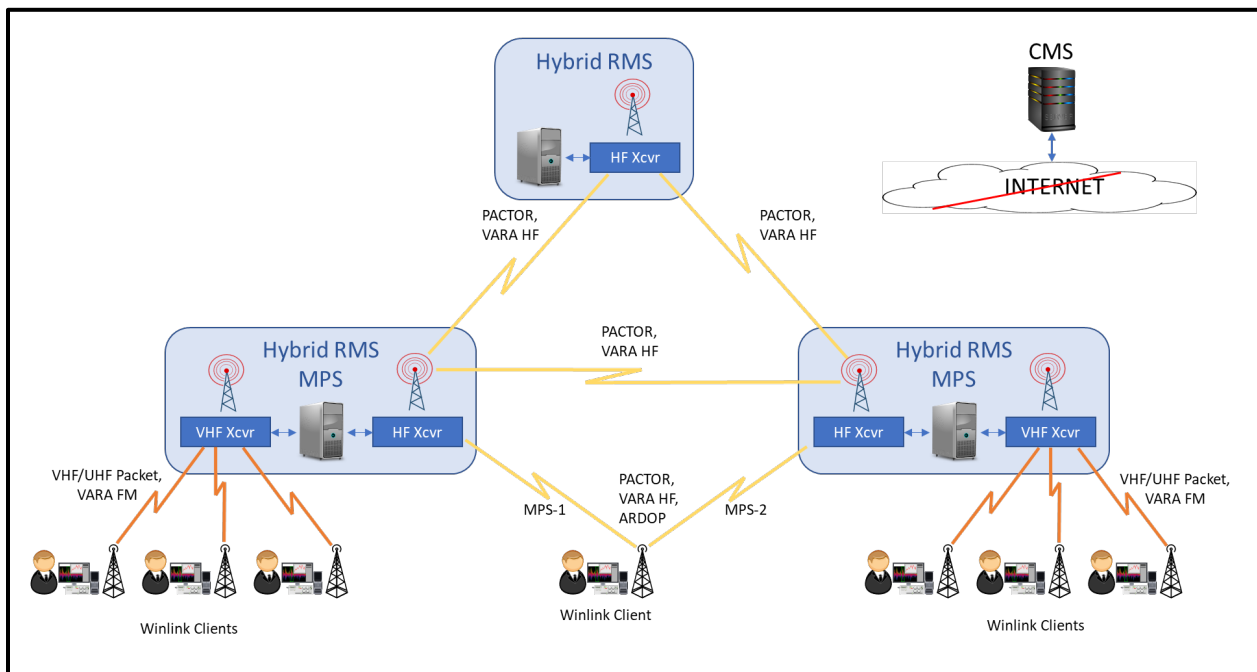


Figure 25. Communications via the Radio-Only Hybrid Network

5.5 EVENT SPECIFIC OPERATION

This section provides an overview of the events that will cause PinCo ACS to activate, the potential impacts to critical infrastructure anticipated, the communication networks activated, and ACS assets required during a deployment.

5.5.1 Tropical Storms and Hurricanes

Tropical storms and hurricanes are a frequent occurrence in the western Atlantic, Caribbean, and Gulf of Mexico. The time between initial formation of a tropical depression and the potential landfall of a tropical storm or hurricane will normally provide ACS members with several days or even a week of advanced notice that a local activation will occur. For this scenario, ACS activation will progress orderly from Level 3 upwards through Level 2 and Level 1 as the storm track and landfall location solidifies.

Depending on the size, projected path, and timing of the storm, emergency managers may order evacuations and open all or a limited number of shelters.

Once activated in support of the storm, the **ACS Tactical-Resource net**, the **Winlink Data net**, **SARnet**, and the **Florida Statewide HF Emergency Net** will be activated. The **ACS Traffic Net**, the **ARES® VHF Traffic Net**, and the **SHARES** net will be activated on an as-needed basis.

ACS Communication Teams will be deployed to the EOC, all activated shelters, and additional critical infrastructure sites identified by PinCo Emergency Management.

The ACS Leadership Team will need to assess the potential scope of the emergency to determine the number and types of ACS communication teams to deploy. Deployment sites without emergency power will need teams to arrive with one or more sources of back-up power (e.g., batteries, generator, solar).

Two ACS members should be assigned to each communications team. Whenever possible, at least one of the ACS members on each team should be Winlink qualified and be equipped to support the Winlink data net. If the number of Winlink qualified members is limited, the ACS

Leadership Team should assign Winlink assets to teams deployed to locations where a high volume of traffic is anticipated (e.g., EOCs, Hospitals, Special Needs shelters, etc.).

Prior to landfall, members can assume that all area VHF/UHF repeater networks and Winlink RMS gateways are fully operational and available to support the activation event. Power, phone, cell, and internet services will also be available at all shelter locations. Members will be able to freely move between home and deployment locations in support of shift change and staff leveling requirements.

However, as landfall approaches, the storm comes ashore, and in the aftermath of the storm, the status of critical infrastructure can change rapidly. The storm may cause local or wide area power, cell service, and internet outages that may last from a few hours to several days. Movement within the county is likely to be difficult or impossible until debris is cleared from the roadways. Therefore, the go-kits assembled by members should contain, as a minimum, the personal support (e.g., clothing, medicine, personal hygiene, etc.) and communications equipment needed to operate independently for 3 to 5 days.

During and after the storm, the operational availability of local VHF/UHF repeater networks and Winlink RMS gateways may be impacted. The contingency modes documented in section 5.4 will need to be reviewed and activated as required.

If in the aftermath of the storm, emergency managers establish asset staging areas or incident command posts, the ACS Leadership Team may deploy a Command-Runner™ and/or SatRunner® asset to provide VHF, UHF, HF, and satellite communications links; a local Wi-Fi computer network; and FirstNet® phone service to the deployment site. Only those members trained to transport, emplace, configure, and operate Command-Runner™ and SatRunner® assets will be deployed to these locations.

5.5.2 Non-Tropical Weather Events

Non-tropical weather events include severe thunderstorms, flash floods, and tornados. These severe weather events have the potential to cause significant property damage, serious

injuries, and death. ACS and SKYWARN® members should monitor National Oceanic and Atmospheric Administration (NOAA) Weather Radio (NWR) and local news outlets for severe weather warnings. The SKYWARN® net should be activated in accordance with the *Pinellas County ACS SKYWARN® Operations Plan* document.

In the aftermath of a storm, an immediate damage assessment or the potential for flash flooding may cause emergency managers to order an evacuation and/or open a limited number of evacuation shelters. Assistance from the ARC may be requested. The event may cause localized power, cell, and internet outages. Movement in and around the impacted area may be difficult or impossible.

If activated in support of an emergency, the **ACS Tactical-Resource net** and the **Winlink Data net** will be activated. The **ACS Traffic Net**, the **ARES® VHF Traffic Net**, **SARnet**, and the **Florida Statewide HF Emergency Net** will be activated on an as-needed basis.

ACS Communication Teams will be deployed to the EOC, all activated shelters, and additional critical infrastructure sites identified by PinCo Emergency Management.

NOTE: *The W4ACS repeater is the primary repeater system for SKYWARN® operations within Pinellas County. If the ACS Leadership Team directs the NCS to establish a Tactical-Resource net when a SKYWARN® net is already active on the W4ACS repeater, the NCS for the Tactical-Resource net will notify the SKYWARN® NCS that the SKYWARN® net will be combined with the Tactical-Resource net. Once the two nets are combined, all severe weather and after-action damage reports should be reported to the NCS for the Tactical-Resource net.*

All area VHF/UHF repeater networks and Winlink RMS gateways are assumed to be fully operational and available to support the activation event. Power, phone, cell, and internet services are also assumed to be available at all shelter locations. Members can freely move between home and deployment locations in support of shift change and staff leveling requirements. Two ACS members should be assigned to each communications team. Whenever possible, at least one of the ACS members on each team should be Winlink qualified and be equipped to support the Winlink data net. If the number of Winlink qualified members is

limited, the ACS Leadership Team should assign Winlink assets to teams deployed to locations where a high volume of traffic is anticipated (e.g., EOCs, Hospitals, Special Needs shelters, etc.).

5.5.3 Temperature Related Electrical Power Outages

Extreme environmental temperatures will significantly increase the amount of electrical power needed to run either air conditioning or heating units. In some cases, the electrical power grid supporting Pinellas County may become overtaxed resulting in brownouts, rolling black-outs, or a complete loss of power.

The loss of air conditioning during an extreme high temperature event or heating during an extreme low temperature event can place the health of individuals within the county at risk. To minimize the impact, Pinellas County will open evacuation shelters to those individuals in need of support.

If activated in support of an emergency, the **ACS Tactical-Resource net** and the **Winlink Data net** will be activated. The **ACS Traffic Net**, the **ARES® VHF Traffic Net**, **SARnet**, and the **Florida Statewide HF Emergency Net** will be activated on an as needed basis.

ACS Communication Teams will be deployed to the EOC, all activated shelters, and additional critical infrastructure sites identified by PinCo Emergency Management.

All primary VHF/UHF repeater networks and Winlink RMS gateways are installed at locations that have emergency power and are assumed to be fully operational. Each evacuation shelter activated by the county will have emergency power; However, depending on the scope of the outage, phone, cell, and internet services may not be available at each shelter location.

Members can freely move between home and deployment locations in support of shift change and staff leveling requirements. Two ACS members should be assigned to each communications team. Whenever possible, at least one of the ACS members on each team should be Winlink qualified and be equipped to support the Winlink data net. If the number of Winlink qualified members is limited, the ACS Leadership Team should assign Winlink assets to teams deployed

to locations where a high volume of traffic is anticipated (e.g., EOCs, Hospitals, Special Needs shelters, etc.).

5.5.4 Public Safety Communications Emergency

The loss of internal or external communications, (phone or radio), in any facility that contributes to the public safety or welfare, (e.g., phone cable cuts, hospital PBX outages, etc.) is defined as a public safety communications emergency. An emergency can also be declared when backup communications are required due to the overloading of the communications in any public safety or welfare facility.

A public safety communications emergency is likely to occur with little or no warning. Reasons for an outage or overload vary widely. The outage or overload could be localized to a single facility or impact several locations within the county. The ACS Leadership Team will need to assess the scope of the outage to determine the number and type of ACS communication teams to be deployed. If a localized power outage is contributing to the emergency, deployed teams will need to arrive with one or more sources of back-up power (e.g., batteries, generator, solar).

If activated in support of the emergency, the **ACS Tactical-Resource net** and the **Winlink data net** will be activated. Communication teams will be deployed to the EOC, facilities experiencing a communications failure or overload, and additional critical infrastructure sites identified by PinCo Emergency Management.

All area VHF/UHF repeater networks and Winlink RMS gateways are assumed to be fully operational and available to support the activation event. Two ACS members should be assigned to each communications team. Whenever possible, at least one of the ACS members on each team should be Winlink qualified and be equipped to support the Winlink data net. If the number of Winlink qualified members is limited, the ACS Leadership Team should assign Winlink assets to teams deployed to locations where a high volume of traffic is anticipated (e.g., EOCs, Hospitals, Special Needs shelters, etc.).

5.5.5 Localized Emergencies

Localized emergencies include but are not limited to industrial accidents, hazardous material spills, and major urban fires. The scope of the emergency is limited to neighborhoods, industrial zones, or city blocks. ACS will receive little or no warning prior to a request for activation.

The event may cause localized power, cell, and internet outages. Movement in and around the impacted area may be difficult or impossible. Emergency managers may order an evacuation and call for a limited number of shelters to be opened.

If activated in support of an emergency, the **ACS Tactical-Resource net** and the **Winlink Data net** will be activated. The **ACS Traffic Net** will be activated on an as needed basis.

ACS communication teams will be deployed to the EOC, all activated shelters, and additional critical infrastructure sites identified by PinCo Emergency Management.

All area VHF/UHF repeater networks are assumed to be fully operational and available to support the activation event. Power, phone, cell, and internet services are also assumed to be available at all shelter locations. Members can freely move between home and deployment locations in support of shift change and staff leveling requirements. Two ACS members should be assigned to each communications team. Whenever possible, at least one of the ACS members on each team should be Winlink qualified and be equipped to support the Winlink data net. If the number of Winlink qualified members is limited, the ACS Leadership Team should assign Winlink assets to teams deployed to locations where a high volume of traffic is anticipated (e.g., EOCs, Hospitals, Special Needs shelters, etc.).

5.5.6 Regional or National Emergencies

Regional or national emergencies include but are not limited to widespread power outages, cyber-attacks, acts of terror, and acts of war. The scope of the emergency encompasses the entire Tampa Bay region and could extend throughout the state of Florida, large areas of the southeastern US, or the entire country.

Critical infrastructure to include power, communications networks, cell service, and internet access could be impacted. The scale and the duration of the emergency is likely to be measured in days or weeks rather than hours. ACS can expect little to no warning prior to activation.

Once activated in support of the storm, the **ACS Tactical-Resource net**, the **Winlink Data net**, **SARnet**, and the **Florida Statewide HF Emergency Net** will be activated. The **ACS Traffic Net**, the **ARES® VHF Traffic Net**, and the **SHARES** net will be activated on an as-needed basis.

ACS Communication Teams will be deployed to the EOC, all activated shelters, and additional critical infrastructure sites identified by PinCo Emergency Management.

The ACS Leadership Team will need to assess the scope of the emergency to determine the number and type of ACS communication teams to deploy. Deployment sites without shore or emergency power will need assets to arrive with one or more sources of back-up power (e.g., batteries, generator, solar).

If emergency managers establish asset staging areas or incident command posts, the ACS Leadership Team may deploy a Command-Runner™ and/or SatRunner® asset to provide VHF, UHF, HF, and satellite communications links; a local Wi-Fi computer network; and FirstNet® phone service to the deployment site. Only those members trained to transport, emplace, configure, and operate Command-Runner™ and SatRunner® assets will be deployed to these locations.

The operational availability of local VHF/UHF repeater networks and Winlink RMS gateways may be impacted by the emergency. The contingency modes documented in section 5.4 will need to be reviewed and activated as required. In addition to the PinCo EOC, the ACS Leadership Team may need to assign additional local NVIS gateway stations to maintain communications with state, federal, and ARES® section officials.

Two ACS members should be assigned to each communications team. Whenever possible, at least one of the ACS members on each team should be Winlink qualified and be equipped to support the Winlink data net. If the number of Winlink qualified members is limited, the ACS

Leadership Team should assign Winlink assets to teams deployed to locations where a high volume of traffic is anticipated (e.g., EOCs, Hospitals, Special Needs shelters, etc.).

Movement within the county may or may not be impacted by the emergency. The scope and scale of the emergency may make it difficult to perform regularly scheduled shift changes.

Therefore, the go-kits assembled by members should contain, as a minimum, the personal support (e.g., clothing, food, water, etc.) and communications equipment needed to operate independently for 3 to 5 days.

5.5.7 Search and Rescue

Due to the nature of Pinellas County, most requests for Search and Rescue support will take place in urban, coastline, park, or lightly wooded areas. Members deployed to search teams will need to dress appropriately for the environment, bring sufficient water for the duration of the search period, and back-up batteries for HTs and flashlights.

If activated in support of a SAR operation, the **ACS Tactical-Resource net** will be activated.

Communication teams will be deployed to the EOC and designated assembly areas for assignment. Whenever possible, members assigned to a search team should activate APRS® so that their position can be rapidly identified.

During SAR operations, members should assume they will encounter no issues with critical infrastructure; Power, cell, phone, and internet service will be readily available. All area VHF/UHF repeater networks, APRS® digipeaters, and Winlink RMS gateways will be fully operational and available to support the activation event. Emergency shelter activation will not be required.

Members can freely move between home and deployment locations in support of shift change and staff leveling requirements.

5.5.8 Non-Emergency Special Events

Non-emergency special events include but are not limited to parades, bicycle races, runs, walk-a-thons, and VIP visits. Participation by ACS supports public safety and provides training opportunities to both the ACS membership and our served agency partners.

The ACS leadership Team will notify members of upcoming non-emergency special events well in advance of the scheduled event date. A detailed plan that includes a description of the event; date, time, and duration of the event; and a description of all planned ACS activities will be created and provided to the membership. The plan will also identify the nets to be activated and all planned operating frequencies.

During special events, members should assume they will encounter no issues with critical infrastructure; Power, cell, phone, and internet service will be readily available. All area VHF/UHF repeater networks, APRS® digipeaters, and Winlink RMS gateways will be fully operational and available to support the activation event. Emergency shelter activation will not be required.

Members can freely move between home and deployment locations in support of shift change and staff leveling requirements.

NOTE: *During an emergency activation drill or exercise, one or more critical infrastructure outages may be simulated to evaluate ACS operational readiness.*

5.5.9 Deployment Outside of Pinellas County

When a local or regional emergency outside of Pinellas County overwhelms the ARES®, ACS, or RACES organization operating within the impacted area, the effected SM or county EC may request assistance from PinCo ACS. Upon receipt of a request for assistance, the PinCo ACS RO will consult with the Pinellas County DEM and determine if PinCo ACS resources and equipment are available to support the request for help. If the PinCo DEM provides deployment authorization to PinCo ACS, the ACS RO will contact the State of Florida to obtain state

authorization and deployment details. PinCo ACS members will not be deployed outside Pinellas County without state authorization.

Depending on the type and scope of the emergency, PinCo members may need to bring with them the personal support (e.g., clothing, food, medicine, personal hygiene, etc.), emergency power, and communications equipment needed to operate independently for the planned duration of the deployment.

Only individuals certified as Auxiliary Communicators are eligible for remote deployment. If a Command-Runner™ and/or SatRunner® will be deployed, at least two members of the team must meet the qualifications listed in paragraph 6.3.1.4 for Advanced ACS Communicator.

6 TRAINING REQUIREMENTS

Training is used to help users learn and practice the operational skill sets needed to support the deployment of operators during an activation exercise or emergency. Drills and exercises will be used to evaluate the performance of both individual users and the Pinellas ACS to perform these tasks.

6.1 TRAINING AND EVALUATION DEFINITIONS

The following definitions are used in this section.

6.1.1 Small- and Large-Scale Exercise Types.

The following list of operation-based exercises are defined as either small-scale or large-scale exercises.

6.1.1.1 Drill.

“A coordinated, supervised activity usually used to test a single specific operation or function in a single agency. Drills are commonly used to provide training on new equipment, develop or test new policies or procedures, or practice and maintain current skills. Typical attributes include the following: A narrow focus, measured against established standards; Instant feedback; Performance in isolation; Realistic environment.” (B. Wayne Blanchard, 2008)

6.1.1.2 Functional Exercise (FE).

“An activity designed to test and evaluate individual capabilities, multiple functions, activities within a function, or interdependent groups of functions. Events are projected through an exercise scenario with event updates that drive activity at the management level. [A] Functional Exercise simulates the reality of operations in a functional area by presenting complex and realistic problems that require rapid and effective responses by trained personnel in a highly stressful environment.” (B. Wayne Blanchard, 2008)

6.1.1.3 Full Scale Exercise (FSE).

“A multi-agency, multi-jurisdictional, multi-organizational activity that tests many facets of preparedness. They focus on implementing and analyzing the plans, policies, procedures, and cooperative agreements developed in discussion-based exercises and honed in previous, smaller, operations-based exercises. In FSEs, the reality of operations in multiple functional areas presents complex and realistic problems that require critical thinking, rapid problem solving, and effective responses by trained personnel. During FSEs, events are projected through a scripted exercise scenario with built-in flexibility to allow updates to drive activity. FSEs are conducted in a real-time, stressful environment that closely mirrors real events.” (B. Wayne Blanchard, 2008)

6.1.1.4 Simulated Emergency Test (SET).

“The ARRL® Simulated Emergency Test is a nationwide exercise in emergency communications, administered by ARRL® Emergency Coordinators and Net Managers. Both ARES® and the NTS™ are involved. The SET weekend gives communicators the opportunity to focus on the emergency communications capability within their community while interacting with NTS™ nets. ...The official SET weekend is the first full weekend of October; however, ARES® groups are free to conduct their SET any time during the calendar year. The activity period should not exceed 48 hours.” (American Radio Relay League® (ARRL), 2015)

6.1.2 Events.

Public service events include but are not limited to races, runs, walks, festivals, etc.

6.1.3 Tabletop Exercise (TTX).

“An activity that involves key personnel discussing simulated scenarios in an informal setting. This type of exercise can be used to assess plans, policies, and procedures or to assess the systems needed to guide the prevention of, response to, and recovery from a defined incident. TTXs typically are aimed at facilitating understanding of concepts, identifying strengths and shortfalls, and achieving changes in attitude. Participants are encouraged to discuss issues in depth and develop decisions through slow-paced problem solving, rather than the rapid,

spontaneous decision making that occurs under actual or simulated emergency conditions.” (B. Wayne Blanchard, 2008)

6.2 MEMBERSHIP REQUIREMENTS

Membership requirements for Pinellas ACS are listed below.

- a. 18 years of age or older.
- b. Hold a Technician, General, Advanced, or Amateur Extra class FCC license.
- c. Register for the Pinellas County ACS using the gresdb database.
- d. Register with Pinellas County volunteer services. Once contacted by a Pinellas County representative, schedule an appointment and complete the registration process.
- e. Complete the Pinellas VIP online orientation course.

6.3 TRAINING

The purpose of training is to help users learn and practice the operational skill sets needed to support the deployment of operators to remote locations within or outside Pinellas County during an activation exercise or emergency. Self-paced online learning, on-line training meetings, and radio training nets will be used to support training within Pinellas ACS.

6.3.1 ACS Training Levels

Pinellas ACS has defined the four qualification levels listed below. Each qualification level has a defined set of minimum requirements. ACS VHF/UHF training nets, VHF voice, internet zoom exchanges, drills, and deployment exercises will be used to practice and demonstrate proficiency with the skills needed to attain each qualification level.

- a. Basic ACS Communicator
- b. Local ACS Communicator
- c. Remote ACS Communicator
- d. Advanced ACS Communicator

6.3.1.1 Basic ACS Communicator

The basic ACS Communicator is qualified to support deployments within Pinellas County only when deployed with a team of ACS communicators who are qualified for independent local or remote operations. The minimum set of training requirements for a basic ACS communicator are listed below.

- a. The individual is compliant with each of the membership requirements documented in paragraph 6.2.
- b. The individual has completed the training tasks for **ARES® Level I** as documented in the *Florida ARRL® Tri-Section ARES® Standardized Training Plan*.

6.3.1.2 Local ACS Communicator

The local ACS communicator is qualified to independently support VHF/UHF deployments within Pinellas County. These communicators are also qualified to operate as part of a larger deployment team or as the ACS site lead responsible for the supervision of one or more basic ACS communicators. The minimum set of training requirements for a local ACS communicator are listed below.

- a. The individual has completed each of the training requirements documented in paragraph 6.3.1.1 for a basic ACS communicator.
- b. The individual has completed the training tasks for **ARES® Level II** as documented in the *Florida ARRL® Tri-Section ARES® Standardized Training Plan*.

For the communicator to also qualify as an independent VHF/UHF Winlink operator, the individual will need to meet the following training requirements.

- a. Demonstrate compliance with the Deployment ready VHF/UHF Communication skill set as documented in the *Pinellas County ACS Winlink Training Plan*.

6.3.1.3 Remote ACS Communicator

The remote ACS communicator is qualified to support VHF, UHF, and HF deployments both within and outside of Pinellas County. These communicators are qualified to operate independently, as part of a larger deployment team, or as the ACS site lead responsible for the supervision of one or more ACS communicators. The minimum set of training requirements for a remote ACS communicator are listed below.

- a. The individual has completed each of the training requirements documented in paragraph 6.3.1.2 for a local ACS communicator.
- b. The individual has completed the tasks documented in the *Position Task Book (PTB) for the Position of Auxiliary Communicator (AUXC)*.

In addition to the Winlink training requirements documented in paragraph 6.3.1.2, users will need to meet the following training requirements to qualify as an independent HF Winlink operator.

- a. Demonstrate compliance with the Deployment ready HF Communication skill set as documented in the *Pinellas County ACS Winlink Training Plan*.

6.3.1.4 Advanced ACS Communicator

The advanced ACS communicator is qualified to transport, emplace, and operate both the Command-Runner™ and SatRunner® compact deployable equipment suites. Deployments may be within or outside of Pinellas County. The minimum set of training requirements for an advanced ACS communicator are listed below.

- a. The individual has completed each of the training requirements documented in paragraph 6.3.1.3 for a remote ACS communicator.
- b. The individual has completed each of the training requirements documented in the *Pinellas County ACS Command-Runner™ / SatRunner® Training Plan*.

6.3.2 Self-paced Online Training

Individual on-line self-paced training allows users to learn about ACS, emergency communications, and its associated applications and hardware on their own schedule. The two topic areas listed below identify information sources and tools readily available on-line. Individuals are encouraged to examine and use the tools as appropriate.

- a. On-line Training courses: Both FEMA and the ARRL® have created training courses to support emergency communications. Refer to the *Florida ARRL® Tri-Section ARES® Standardized Training Plan* for applicable on-line training courses. For Website information refer to the Training entries in Appendix B.
- b. Discussion Groups: A variety of on-line discussion groups are available. Each has a significant archive of topics that can be accessed and subject matter experts to answer questions. Refer to the Discussion group entries in Appendix B for Website information.

6.3.3 On-line Training Meetings

On-line training meetings (Zoom, MS Teams, Google Meet, etc.) will be used to assist users with specific operational issues, to present training information to the membership, and to exchange lessons learned obtained from drills and exercises. Online meetings will be scheduled on an as-needed basis. Bulletins and training net announcements will be used to notify the membership of upcoming on-line meetings.

6.3.4 Pinellas ACS Training Net

The Pinellas ACS training net will be used to familiarize ARES®/ACS participants with net procedures, message formats, phonetics, use of prowords, and other basic skills. The training segment of the net will be narrowly focused on a small set of skills and will be designed to require less than 30 minutes to complete. This segment of the net will also be used to provide members with detailed information about upcoming drills and exercises.

6.3.4.1 Implementation

The Pinellas ACS training net is a directed net that will make use of the W4ACS VHF/UHF repeater system. The NCS will announce the net using the NCS script located on the ACS website. The net is divided into the seven segments listed below.

- a. Call for priority traffic
- b. Call for general check-ins
- c. Bulletins
- d. Staff Reports
- e. Traffic and announcements
- f. Training
- g. Final announcements and net shutdown

6.3.4.2 Schedule

The Pinellas ACS Training Net will take place once per week at 1930 hours on Tuesday evenings.

6.3.4.3 Location

As a rule, users will participate in training nets from their home QTH.

6.4 PERFORMANCE EVALUATION

Performance evaluation is used to assess the ability of individual users and the Pinellas ACS organization to perform the skills needed during the deployment of operators during emergencies. Drills, Functional Exercises, Full Scale Exercises, and SETs will be used to evaluate performance. Only one drill or exercise will take place during any calendar month.

6.4.1 Drills

Drills will be used to exercise specific operational skills, practice digital and voice network operations, and assess user performance. Each drill will be narrowly focused on a small set of skills and will be designed to require one hour or less to complete. Drills will be the primary tool used to certify user performance.

6.4.1.1 Implementation

On the Tuesday prior to the drill, the weekly ACS training net will be used to distribute information and field questions about the drill. When the drill requires detailed information to be distributed, the information will be posted on the Pinellas ACS web site and distributed via email and Winlink.

6.4.1.2 Schedule

Drills will take place once per month except during those months in which a Functional Test, Simulated Emergency Test, or Full-Scale Exercise is scheduled.

6.4.1.3 Location

As a rule, users will participate in drills from their home QTH.

6.4.1.4 After-Action Report and Improvement Plan

One week after the drill, the weekly ACS training net will be used to provide feedback to drill participants, discuss issues encountered during the drill, and field recommendations for additional training and drill activities.

6.4.2 Functional Exercise

Each Functional Exercise will be used to evaluate equipment capabilities and ACS readiness to respond to an activation event. The exercise will require participants to perform a variety of skills that are associated with VHF/UHF and HF deployments. The Functional Exercise will incorporate a subset of the skills identified in the *Florida ARRL® Tri-Section Training Plan* and the *Pinellas County ACS Winlink Training Plan*. Each Functional Exercise will be designed to require no more than 8 hours to complete.

6.4.2.1 Implementation

A detailed plan will be developed for each Functional Exercise and distributed to all participants prior to the event.

6.4.2.2 Schedule

A Functional Exercise will take place once per year. The Functional exercise will be scheduled approximately 6 months before any scheduled Simulated Emergency Test or Formal Exercise. During the month that the Functional Exercise is scheduled, no training drills will be performed.

6.4.2.3 Location

The detailed plan developed for the Functional Exercise will identify the location and staffing requirements for each station.

6.4.2.4 After-Action Report and Improvement Plan

Following the exercise, an After-Action meeting with the participants will be held to discuss issues encountered and recommendations going forward. The EC/RO, or his/her designated appointee, will then generate a written After-Action Report and Improvement plan. A copy of the report will be delivered to WCF ACS leadership and all exercise participants. During the next scheduled ACS meeting following the exercise, the EC/RO will brief the ACS membership on the exercise and its outcome.

6.4.3 Simulated Emergency Test (SET) or Full-Scale Exercise

Each full-scale exercise/SET will be used to evaluate equipment capabilities and ACS readiness to respond to an activation event. The exercise will require participants to perform a variety of skills that are associated with VHF/UHF and HF deployments. The full-scale exercise/SET will incorporate a subset of the skills identified in the *Florida ARRL® Tri-Section Training Plan* and the *Pinellas County ACS Winlink Training Plan*. Each Functional Exercise will be designed to require no more than 8 hours to complete.

6.4.3.1 Implementation

Each full-scale exercise/SET will be designed as a Homeland Security Exercise Evaluation Program (HSEEP) compliant exercise that will incorporate, to the maximum extent possible, local government agencies and NGOs.

A detailed plan will be developed for each full-scale exercise/SET and distributed to all participants prior to the event.

6.4.3.2 Schedule

Only one Full-scale exercise or SET will take place per year. The Full-scale exercise / SET will be scheduled approximately 6 months after any scheduled Functional Exercise. During the month that the Full-scale Exercise or SET is scheduled, no training drill will be performed.

6.4.3.3 Location

The detailed plan developed for the full-scale exercise / SET will identify the location and staffing requirements for each station.

6.4.3.4 After-Action Report and Improvement Plan

Following the exercise/SET, an After-Action meeting with the participants will be held to discuss issues encountered and recommendations going forward. The EC/RO, or his/her designated appointee, will then generate a written After-Action Report and Improvement plan. A copy of the report will be delivered to WCF ACS leadership and all exercise participants. During the next scheduled ACS meeting following the exercise, the EC/RO will brief the ACS membership on the exercise and its outcome.

For SET events, the EC/RO will create and deliver the appropriate ARRL® SET documentation to ARRL®.

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Appendix A

A APPENDIX A – ACRONYMS, ABBREVIATIONS, AND DEFINITIONS

A.1 ACRONYMS

The following acronyms are used in this document.

<u>ACRONYM</u>	<u>DEFINITION</u>
ACS	Auxiliary Communication Service
AEC	Assistant Emergency Coordinator
APRS®	Automatic Packet Reporting System
ARC	American Red Cross
ARES®	Amateur Radio Emergency Service®
ARRL®	American Radio Relay League
ASEC	Assistant Section Emergency Coordinator
AT&T	American Telephone and Telegraph
AUXC	Auxiliary Communicator
AUXFOG	Auxiliary Communications Field Operations Guide
CAP	Civil Air Patrol
CC	Color Code (DMR)
CERT	Community Emergency Response Team
CISA	Cybersecurity and Infrastructure Security Agency
CMS	Common Message Server
CSQ	Carrier Squelch
CTCSS	Continuous Tone Coded Squelch System
CW	Continuous Wave
DEC	District Emergency Coordinator

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<u>ACRONYM</u>	<u>DEFINITION</u>
DEM	Division of Emergency Management
DMAT	Disaster Medical Assistance Team
DMR	Digital Mobile Radio
DRO	Deputy Radio Officer
DWI	Disaster Welfare Inquiry
EC	Emergency Coordinator
EOC	Emergency Operations Center
ESF	Emergency Support Function
FCC	Federal Communication Commission
F-DARN	Florida – Digital Amateur Radio Network
FE	Functional Exercise
FEMA	Federal Emergency Management Agency
FM	Frequency Modulation
FSE	Full Scale Exercise
GMRS	General Mobile Radio Service
HIPAA	Health Insurance Portability and Accountability Act
HF	High Frequency
HSEEP	Homeland Security Exercise Evaluation Program
HT	Handie-Talkie; Hand-held Transceiver
HX	Handling Instructions
IARU	International Amateur Radio Union
ICS	Incident Command System
IP	Internet Protocol
LSB	Lower Sideband
MARS	Military Auxiliary Radio Service
MPG	Methods and Practices Guidelines
MPS	Message Pick-up Station

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<u>ACRONYM</u>	<u>DEFINITION</u>
MS	Microsoft
NAC	Network Access Code
NCC	National Coordinating Center for Communications
NCS	Net Control Station
NGO	Non-Governmental Organization
NIFOG	National Interoperability Field Operations Guide
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NTS™	National Traffic System™
NVIS	Near Vertical Incident Skywave
NWR	NOAA Weather Radio
NXDN	Next Generation Digital Network
PACS	Pinellas County Auxiliary Communication Service
P2P	Peer-to-Peer
PBX	Private Branch Exchange
PII	Personally Identifying Information
PDF	Portable Document Format
PTB	Position Task Book
RACES	Radio Amateur Civil Emergency Service
RAN	Radio Access Number (NXDN)
RATPAC	Radio Amateur Training Planning and Activities Committee
RF	Radio Frequency
RMS	Radio Message Server
RO	Radio Officer
RRI	Radio Relay International
SAR	Search and Rescue
SARnet	Statewide Amateur Radio Net

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<u>ACRONYM</u>	<u>DEFINITION</u>
SCN	SHARES Coordination Network
SEC	Section Emergency Coordinator
SET	Simulated Emergency Test
SM	Section Manager
SOP	Standard Operating Procedure
TCP/IP	Transmission Control Protocol/Internet Protocol
TTX	Tabletop Exercise
UHF	Ultra High Frequency
USB	Universal Serial Bus
USB	Upper Sideband
UTC	Universal Coordinated Time
VHF	Very High Frequency
VIP	Very Important Person
VOAD	Volunteer Organizations Active in Disaster
WCF	West Central Florida
WL2K	Winlink 2000 System

A.2 **ABBREVIATIONS**

The following abbreviations are used in this document.

<u>ABBREVIATION</u>	<u>DEFINITION</u>
COML	Communications Unit Leader
Digipeater	Digital Repeater
EmComm	Emergency Communications
Hz	Hertz
MHz	Megahertz

<u>ABBREVIATION</u>	<u>DEFINITION</u>
PinCo	Pinellas County
SHARES	Shared Resources

A.3 DEFINITIONS

The following definitions are used in this document.

A.3.1 ALERT PINELLAS.

Alert Pinellas is an emergency notification service for Pinellas County, local municipalities, and the Sheriff's Office. Users choose how to receive alerts. Alert methods include cell phone, landline, text, and email.

A.3.2 AMATEUR RADIO EMERGENCY SERVICE® (ARES®).

"The Amateur Radio Emergency Service® (ARES®), a program of ARRL, The national association for Amateur Radio®, is comprised of organized, trained, and identified Amateur Radio operators who augment and support vital communications on behalf of the public through partner agencies and organizations during emergencies and disasters. The Amateur Radio Emergency Service, through its volunteer radio communicators, strives to be an effective partner in emergency and disaster response, providing public service partners at all levels with radio communications expertise, capability, and capacity." (ARRL, 2022)

A.3.3 AMERICAN RADIO RELAY LEAGUE® (ARRL®).

The national organization of Amateur Radio Service operators that has memorandum of understanding with national served agencies that use amateur radio operators as primary or secondary means of communications.

A.3.4 ASSISTANT SECTION EMERGENCY COORDINATOR (ASEC).

The Assistant Section Emergency Coordinator is the appointee of the SEC to coordinate the emergency communications of the Section and perform other duties as assigned by the SEC and will act in his/her place as needed.

A.3.5 AUXILIARY COMMUNICATIONS SERVICE (ACS).

An Amateur Radio Service, using amateur stations as well as County Radio equipment to support and augment local government communications during periods of local, regional, or national emergencies and is only activated by the Pinellas County Division of Emergency Management.

A.3.6 COMMAND-RUNNER™.

A deployable command center pre-installed with monitors, computer, printer, VHF/UHF and High Frequency (HF) amateur radios, marine and public service radios, public address system, Wi-Fi network, and FirstNet® phone support. The Command-Runner™ has an integrated Honda 2k generator and is designed for easy transport.

A.3.7 COMMON MESSAGE SERVER (CMS).

“The Common Message Servers (CMS) are the common coordinating engines at the heart of the Winlink 2000 "star" Network configuration. They coordinate the traffic between network radio server stations (RMS gateway stations), and provide the email, telnet, bulletin and position reporting services. All this is done over the Internet using TCP/IP for speed, and to use the amateur radio spectrum efficiently. Winlink gets synergy of both the internet and radio spectrum without suffering connectivity failures or crowding the amateur bands. Each of the existing Common Message Servers is a mirror image of the other, providing continual redundancy should one of these servers become inoperative. The CMS Telnet server is compatible with AirMail, Paclink, Outpost, Windows Telpac, Telpac Node/Linux, Linux RMS Gateway, RMS Packet, and RMS Pactor gateway software. There can be up to five active CMS sites. The sites are [geographically] distributed worldwide, are synchronized, and any single site

is capable of handling all traffic for the entire network.” (Amateur Radio Safety Foundation, Inc., 2021)

A.3.8 DIGIPEATER.

The term Digipeater is an abbreviation for Digital Repeater. It is a device designed to retransmit digital information rather than voice. While a standard full-duplex Very High Frequency (VHF)/Ultra High Frequency (UHF) voice repeater receives information on one frequency and simultaneously retransmits the information on a second frequency, a digipeater receives digital information, processes the information, and then retransmits the information on the same frequency.

A.3.9 DISTRICT EMERGENCY COORDINATOR (DEC).

The District Emergency Coordinator is the appointee of the Section Manager (SM) and Section Emergency Coordinator (SEC) to coordinate the emergency communications between designated groups of counties and assist the SEC as directed.

A.3.10 DIVISION OF EMERGENCY MANAGEMENT (DEM).

The Division of Emergency Management is the agency of the state or local government empowered by statutes to govern during natural or man-made emergencies.

A.3.11 EMERGENCY COORDINATOR (EC).

The Emergency Coordinator is the appointee of the SM and/or the SEC to coordinate the emergency communications of a designated county.

A.3.12 EMERGENCY OPERATIONS CENTER (EOC).

“The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., Federal, State, regional, tribal, city, county), or by some combination thereof.” (FEMA, 2021)

A.3.13 FEDERAL COMMUNICATIONS COMMISSION (FCC).

The United States Government agency charged with regulation of interstate and foreign communications.

A.3.14 FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA).

The United States Government agency charged with planning for and coordinating the response to national and regional disasters.

A.3.15 FIRSTNET®.

FirstNet® is an AT&T wireless broadband cellular network dedicated to public safety. Only FirstNet® enabled devices can access the network.

A.3.16 FORMAL MESSAGES.

“Formal messages are structured messages containing a prescribed sequence of key message elements. Radio operators expect the elements to be exchanged in a certain sequence and will receive and write the information onto message forms. The National Incident Management System (NIMS) ICS 213 is the message form common to emergency management agencies. Each agency in turn may implement specialized message forms to report and exchange operational information important to that agency.” (American Radio Relay League® (ARRL), 2015)

A.3.17 GATEWAY STATIONS.

Gateway stations are Amateur Radio Service radio stations that pass traffic into and out of the area through the National Traffic System. Gateway stations should be registered with all National Traffic System™ (NTS™) nets serving their area and if possible, should be part of these nets. All gateway stations should have the capability to interface with as many modes of communications as possible. Their prime responsibility is to provide an outlet and inlet for NTS™ traffic.

A.3.18 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA).

The Health Insurance Portability and Accountability Act regulates the use and disclosure by a covered entity of protected health information that includes any part of an individual's medical record. Individuals, organizations, and agencies that meet the definition of a covered entity under HIPAA include doctors, clinics, psychologists, dentists, nursing homes, pharmacies, and health insurance companies. If an entity or individual does not meet the definition of a covered entity or business associate, it does not have to comply with HIPAA.

A.3.19 INCIDENT COMMAND SYSTEM (ICS).

"[The Incident Command System] is a standardized approach to the command, control, and coordination of on-scene incident management that provides a common hierarchy within which personnel from multiple organizations can be effective. ICS specifies an organizational structure for incident management that integrates and coordinates a combination of procedures, personnel, equipment, facilities, and communications. Using ICS for every incident helps hone and maintain skills needed to coordinate efforts effectively. ICS is used by all levels of government as well as by many NGOs and private sector organizations. ICS applies across disciplines and enables incident managers from different organizations to work together seamlessly. This system includes five major functional areas, staffed as needed, for a given incident: Command, Operations, Planning, Logistics, and Finance/Administration." (FEMA, 2017)

A.3.20 LINK.

Link, as used in this document, refers to a path of communications between two or more people, agencies, or locations. It is not restricted to one radio frequency, mode, or type of communications. One link between two people may be via telephone during evacuation and by 144 MHz radio during the storm and then evolve to 440 MHz radio during recovery. The link remains the same even though the medium may change.

A.3.21 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS).

“[The National Incident Management System] guides all levels of government, nongovernmental organizations (NGO), and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. NIMS defines operational systems, including the Incident Command System (ICS), Emergency Operations Center (EOC) structures, and Multiagency Coordination Groups (MAC Groups) that guide how personnel work together during incidents. NIMS applies to all incidents, from traffic accidents to major disasters.” (FEMA, 2017)

A.3.22 NATIONAL TRAFFIC SYSTEM™ (NTS™).

The official ARRL® national network for routing traffic between sections.

A.3.23 NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA) WEATHER RADIO.

“NOAA Weather Radio All Hazards (NWR) is a nationwide network of radio stations broadcasting continuous weather information directly from the nearest National Weather Service office. NWR broadcasts official Weather Service warnings, watches, forecasts and other hazard information 24 hours a day, 7 days a week.” (NOAA, 2021)

A.3.24 RADIO MESSAGE SERVER (RMS).

Winlink Radio Message Servers are RF gateway stations between Winlink users (clients), the Winlink CMS, and/or other RMS stations. When operating in conventional mode, messages exchanged with Winlink users are passed to and from the CMS via the internet. When operating in Hybrid HF radio-only mode, messages are routed to other RMS stations using PACTOR or VARA HF radio forwarding. During radio-only operation, Winlink users must designate one or more RMS stations as a Message Pick-up Station (MPS). These RMS stations will store Winlink user messages for each designated user until the messages are retrieved by that user.

A.3.25 SATRUNNER®.

The SatRunner® is an AT&T FirstNet® deployable cell tower. It generates a 1-mile coverage area of FirstNet® Cellular service and provides one thousand feet of Wi-Fi coverage. The SatRunner® has an integrated Honda 2k generator and is designed for easy transport.

A.3.26 SECTION EMERGENCY COORDINATOR (SEC).

The Section Emergency Coordinator is the appointee of the SM to coordinate the emergency communications of the Section.

A.3.27 SECTION MANAGER (SM).

The Section Manager is the duly elected official of the ARRL® to manage a particular area. Pinellas County is in the West Central Florida Section. There are 71 Sections across the nation. The SM is elected by the members in his/her Section.

A.3.28 SERVED AGENCY.

Served Agencies are the Government and Non-Government Agencies (NGO) and organizations served by ACS during periods of local, regional, or national emergencies. The government agencies served include but are not limited to local or state emergency management agencies, Emergency Operations Centers, public safety agencies such as law enforcement or fire service, street, road, and highway maintenance departments, etc. NGOs supported by ACS include the American Red Cross, Catholic Relief Services, Adventist Disaster Response, Presbyterian Disaster Assistance, and Salvation Army.

A.3.29 SHARED RESOURCES (SHARES).

“The SHARed RESources (SHARES) High Frequency (HF) Radio Program coordinates a voluntary network of government, industry, and disaster response agency HF radio stations used for emergency communications. SHARES supports government (federal, state, and county), critical infrastructure, and nationwide or multi-state disaster response organizations in two ways: by transmitting emergency messages when normal communications systems are destroyed or unavailable, and by providing HF radio channels for interoperability. SHARES supports

Emergency Support Function Two (ESF #2), Communications, and helps participants maintain awareness of applicable regulatory, procedural, and technical issues. SHARES is a program of the [National Coordinating Center for Communications](#) (NCC), a division of [CISA Central](#).” (CYBERSECURITY & INFRASTRUCTURE SECURITY AGENCY, 2021)

A.3.30 TACTICAL MESSAGES.

“Tactical messages are unstructured messages originated by the radio operator and typically convey status, progress, or situational information. Examples are road closures or obstruction, current location of a vehicle responding to a situation, or a short message from a third party to be relayed to another person. For tactical messages, key elements of the message are implied and usually not stated such as time of the message, and the position of authority of the message originator and recipient.” (American Radio Relay League® (ARRL), 2015)

A.3.31 VARA.

VARA HF and VARA Frequency Modulation (FM) are proprietary software modems developed by Jose Alberto Nieto Ros, EA5HVK. Both applications are available for use under a shareware license.

A.3.32 WINLINK GLOBAL RADIO EMAIL®.

“...A network of amateur radio and authorized government-licensed stations that provides worldwide radio email using radio pathways where the internet is not present. The system is built, operated and administered entirely by licensed [Amateur Radio] volunteers. It supports email with attachments, position reporting, weather and information bulletins, and is well-known for its role in interoperable emergency and disaster relief communications. It is capable of operating completely without the internet--automatically--using smart-network radio relays. Licensed Winlink operators/stations use both amateur radio and government radio frequencies worldwide. Support for the system is provided by the [Amateur Radio Safety Foundation, Inc.](#), a US 501(c)(3) non-profit, public-benefit entity. Winlink Global Radio Email® is a US registered trademark of the Amateur Radio Safety Foundation, Inc.” (Amateur Radio Safety Foundation, Inc, 2021)

A.3.33 WINLINK HYBRID NETWORK.

“A voluntary subset of RMS HF and RMS VHF/UHF stations which can exchange messages (on behalf of others) between each other using "radio", in addition to performing their normal WL2K functions. The goal of this function is to enable Winlink users to function during an "internet outage", without using the "peer-to-peer" method.” (Amateur Radio Safety Foundation, Inc., 2021)

B APPENDIX B – WEBSITE REFERENCES

WEBSITE REFERENCES

ACS – Pinellas County: [Pinellas County ACS Home Page](#)

ACS *aresdb* Database: <http://www.aresdb.com/>

American Radio Relay League: WWW.ARRL.ORG

ARES® – North Florida Section: <https://arrl-nfl.org/ares/>

ARES® – South Florida Section: <https://sflarrl.org/amateur-radio-emergency-service/>

ARES® – WCF Section – Documents: [WCF ARES® Home Page and Documents](#)

ARRL NTS™ MPG: <http://www.arrl.org/appendix-b-nts-methods-and-practices-guidelines>

ARRL® – WCF Section: [WCF ARRL Section Home Page](#)

CISA Field Operations Guides: <https://www.cisa.gov/publication/fog-documents>

CISA National Emergency Communications Plan: <https://www.cisa.gov/necp>

Discussion Group – PinCo ACS: [PinCo ACS Groups.io](#)

Discussion Group – American Red Cross: [ARC-EmComm Groups.io](#)

Discussion Group – RATPAC: [Radio Amateur Training Planning Groups.io](#)

Discussion Group – SEC- ARES®: [SEC-ARES Groups.io Main Page](#)

FEMA Acronyms, Abbreviations, and Terms: [FEMA Acronyms, Abbreviations, and Terms PDF](#)

FEMA Training Glossary: [FEMA Glossary](#)

Hurricane Watch Net: <https://hwn.org/>

IARU Emergency Comms: <https://www.iaru.org/on-the-air/emergency-communications/>

ICS Interactive Forms: [FEMA ICS Forms for Download](#)

Pinellas County Volunteer Services: <http://www.pinellascounty.org/volserv/default.htm>

Pinellas SKYWARN®: <https://www.pcacs.org/radio-operations/skywarn-operations/>

Radio Relay International: <https://radio-relay.org>

Training - American Red Cross (ARC) EmComm Training: [ARC EmComm Training Home Page](#)

Training – ARRL EmComm Training: <http://www.arrl.org/emergency-communications-training>

WEBSITE REFERENCES

Training – FEMA Training Courses: <https://training.fema.gov/>

VoIP SKYWARN®/Hurricane Net: <http://voipwx.net/>

Winlink Book of Knowledge (BOK): [Winlink Book of Knowledge](#)

Appendix C

C APPENDIX C – RADIOGRAM AND ICS STANDARD FORMS

This section of the document contains examples of the ARRL® Radiogram and the ICS Standard Forms used by ACS.

Pinellas County ACS Emergency Communications Plan
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C.1 ARRL RADIOGRAM



 ARRL — the national association for Amateur Radio™  RADIOGRAM							
NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
TO				THIS RADIO MESSAGE WAS RECEIVED AT			
PHONE NUMBER				AMATEUR STATION _____ PHONE _____			
				NAME _____ E-MAIL _____			
				STREET _____			
				CITY, STATE, ZIP _____			
E-MAIL							
FROM		DATE		TIME		TO	
REC'D						SENT	
<small>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 ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111</small>				<small>THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATION AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATIONWIDE MESSAGE HANDLING.</small>			

Figure C- 1. ARRL® Radiogram Form

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TRAFFIC OPERATIONS AID

1.	MESSAGE EXAMPLE
2.	1 R HXG W1NUM 8 NEWINGTON CT 1830 JUL 1
	a b c d e f g h
3.	DONALD SMITH 164 EAST SIXTH AVE NORTH RIVER CITY MD 21201 410 555 1234 OP NOTE DELIVER WEEKDAY BT
4.	HAPPY BIRTHDAY X SEE YOU SOON X LOVE BT
5.	DIANA OP NOTE SERVICE TO STATION OF ORIGIN

1. CHARACTERS: Use only capital letters, figures, slant bars (/).
2. PREAMBLE: (Tracking information stays with message to delivery)
 - a. Number (begin with 1 each month or year - no leading zeros) SVC may be entered ahead of the number for Service messages.
 - b. Precedence (R, W, P, EMERGENCY). TEST + space may be used before Prec. in exercise traffic, as in: TEST P.
 - c. Handling Instructions (optional - see table for formatting)
 - d. Station of Origin (first amateur handler's call sign)
 - e. Check (number of words/groups in text only. ARL + space precede figures if ARRL Numbered Radiograms in the text, as in: "ARL 8". Corrections are appended with "/").
 - f. Place of Origin (signer's location, not necessarily location of station of origin)
 - g. Time Filed (optional with originating station - if not UTC, add time zone letters and adjust Date as necessary.)
 - h. Date (MON, 3 letters, DT, no leading zeros - must agree with Time Filed) Time Filed, Date and Time are assumed UTC by default.
3. ADDRESS: (complete with zip code, telephone #, email address, etc., may include an OP NOTE).
4. TEXT (typical limit, 25 groups, but may be expanded for emergencies) X as punctuation counts as a word - <BT> does not. A group is a series of characters with no spaces between them. (Text may be in email format *, as in ICS form content, in the Hybrid Radiogram.)
5. SIGNATURE (person for whom message originated - may include a full address and OP NOTE).

RADIOGRAM HANDLING INSTRUCTIONS ("HX-CODES")

HXA	(Followed by number.) Collect landline delivery authorized by addressee within ____ miles, (if no number in blank, authorization is unlimited). This means that the originating station has obtained authorization from the addressee, through the party originating the message, to call collect when delivering the message.
HXB	(Followed by number.) Cancel message if not delivered within ____ hours of filing time; service message back to originating station. NOTE: filing time must be included in preamble.
HXC	Report date and time of delivery (this information is sent by service message to the originating station).
HXD	Report to originating station the identity of station from which received, plus date and time. Report identity of station to which relayed, plus date and time, or if delivered, report date and time and method of delivery (this information is sent by service message to the originating station).
HXE	Delivering station get reply from addressee, originate message back. This reply is sent to the person from whom the original message was received, at the "place of origin", using a full address obtained from the addressee. If an address is not available, a reply can often be successfully routed back to the station of origin since a record is kept of originator's info.
HXF	(Followed by a number.) Hold delivery until ____ (date). This blank contains the number of the day on which the message should be delivered (even if it is in the following month).
HXG	Delivery by mail or landline toll call not required. If toll call or other expense involved, cancel message and send service message back to originating station.

Compliance with these instructions is mandatory. **MORE THAN ONE HX CODE MAY BE USED.** If more than one code is used, they may be combined provided no numbers are to be inserted; otherwise the HX should be repeated, thus: HXCE, HXAC, or HXASO HXC
Ed. note: The numbers following eligible HX codes are expected. In this example the HXA in the first case has the range number intentionally omitted, thus the "C" may be appended. In the second case, where the optional 50 mile range is included, the figures force the separation of the full "HXG."

MESSAGE SENT ON VOICE

"NUMBER ONE ROUTINE HOTEL X-RAY GOLF WHISKEY ONE NOVEMBER JULIETT MIKE EIGHT
NEWINGTON CONNECTICUT ONE EIGHT TREE ZERO JULY ONE
DONALD SMITH I spell SIERRA MIKE INDIA TANGO HOTEL
figures ONE SIX FOUR EAST SIXTH I spell S I X T H initials ALFA VICTOR ECHO
NORTH RIVER CITY MARYLAND figures TWO ONE TWO ZERO ONE
figures FOUR ONE ZERO FIVE FIVE FIVE ONE TWO TREE FOUR
OP NOTE DELIVER WEEKDAY
BREAK // (mandatory listening pause)
"HAPPY BIRTHDAY initial X-RAY SEE YOU SOON initial X-RAY LOVE
BREAK
DIANA I spell DELTA INDIA ALFA NOVEMBER ALFA
OP NOTE SERVICE TO STATION OF ORIGIN
END NO MORE"

(NOTE: It is critically important to voice the message at a speed suitable for the receiving operator to copy accurately. Use no extraneous words. Do not voice the names of message parts.)

SENDING MESSAGES BOOKED

Unique text groups are each marked by "BLANK" to affirm Check, and the actual groups are sent later with the unique parts after a "BREAK" or <BT> on CW. Copy begins with "BOOK OF [quantity] and ends with "END BOOK", or <AR> END BOOK <AR> on CW. Common parts are sent first. Book parts are separated by "BREAK" or <BT> on CW, each unique message part beginning with "NUMBER" or NR on CW. Booked messages may be sent to multiple stations, polled ready to copy, and checking with each for copy when their unique parts are finished; or bulletins sent to multiple stations, polled ready to copy and then polled for acknowledgment at the end.

ITU PHONETIC ALPHABET

A	ALFA	S	SIERRA
B	BRAVO	T	TANGO
C	CHARLIE	U	UNIFORM
D	DELTA	V	VICTOR
E	ECHO	W	WHISKEY
F	FOXTROT	X	X-RAY
G	GOLF	Y	YANKEE
H	HOTEL	Z	ZULU
I	INDIA	1	ONE
J	JULIETT	2	TWO
K	KILO	3	THREE (TREE)
L	LIMA	4	FOUR
M	MIKE	5	FIVE (FIFE)
N	NOVEMBER	6	SIX
O	OSCAR	7	SEVEN
P	PAPA (PA-PA)	8	EIGHT
Q	QUEBEC (KAY-BEK)	9	NINE (NINER)
R	ROMEO	0	ZERO

RADIOGRAM PRECEDENCES

These precedences are not meant to prohibit handling lower level traffic until all higher levels are passed. Handle higher precedence traffic before lower as outlets are available.

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

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

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

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

* **EMERGENCY:** Emergency is always spelled out in the preamble. Means other than Amateur Radio should be included in the delivery options. EMERGENCY messages have immediate urgency. They should take priority over any other activity and should be passed by the best means available with the cooperation of all stations.

FORMATTING

DASH	substitute for hyphen in text and zip codes
DOT	substitute for period in email addresses and URLs
R	substitute for decimal point in figure groups
X	substitute for period in text - except after last group

All other punctuation is entered as a spelled-out word.

EMAIL ADDRESS, URL,

JOHN DOT SMITH ATSIGN DOMAIN DOT NET

HTTP COLON SLASH SLASH WWW DOT WORK DOT COM

INTRODUCERS - VOICING, USE ONLY ONE PER GROUP

Initial(s): "Initial BRAVO", "Initials JULIETT ROMEO"

Figure(s): "figure FOUR", "figures ONE NINER"

Mixed Group: "mixed group BRAVO SLASH SIX"

Mixed Group Figure(s): "mixed group figures TWO TWO ZULU"

Amateur Call: "amateur call WHISKEY ONE NOVEMBER JULIETT MIKE"

Telephone Figures: to introduce telephone figures if no zip code

NOTE: Introduced groups are voiced one character at a time, letters phonetically. Introducers are not voiced for Preamble groups.

MESSAGE SENT ON CW

NR 1 R HXG W1NUM 8 NEWINGTON CT 1830 JUL 1

DONALD SMITH <AA>

164 EAST SIXTH AVE <AA>

NORTH RIVER CITY MD 21201 <AA>

410 555 1234 <AA>

OP NOTE DELIVER WEEKDAY

BT // (mandatory listening pause)

HAPPY BIRTHDAY X SEE YOU

SOON X LOVE

BT

DIANA <AA>

OP NOTE SERVICE TO STATION OF ORIGIN

<AR> N

* See the ICS Guidance Document for methods used for voicing and sending email formatted text.

P. 1

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TRAFFIC OPERATIONS AID

Q N SIGNALS FOR CW NET USE

QNA*	Answer in prearranged order.
QNB*	Act as a relay between ____ and ____.
QNC	All net stations Copy. I have a message to all net stations.
QND*	Net is Directed (controlled by a net control station).
QNE*	Entire net stand by.
QNF	Net is Free (not controlled).
QNG	Take over as net control station.
QNH	Your net frequency is High.
QNI	Net stations report In.* I am reporting into the net. (Follow with a list of traffic or QRU.)
QNJ	Can you copy me? Can you copy ____?
QNK*	Transmit messages for ____ to ____.
QNL	Your net frequency is Low.
QNM*	You are QRMing the net. Stand by.
QNN	Net control station is ____. What station has net control?
QNO	Station is leaving the net.
QNP	Unable to copy you. Unable to copy ____.
QNQ*	Move frequency to ____ and wait for ____ to finish handling traffic. Then send him traffic for ____.
QNR*	Answer ____ and Receive traffic.
QNS	Following stations are in the net.* (Follow with list.) Request list of stations in the net.
QNT	I request permission to leave the net for ____ minutes.
QNU*	The net has traffic for you. Stand by.
QNV*	Establish contact with ____ on this frequency. If successful, move to ____ and send him traffic for ____.
QNW	How do I route messages for ____?
QNX	You are excused from the net.* Request to be excused from the net.
QNY*	Shift to another frequency (or to ____ kHz) to clear traffic with ____.
QNZ	Zero beat your signal with mine.

* For use only by the Net Control Station.

Notes on the Use of QN Signals

The QN signals listed above are special Q signals for use in amateur CW nets only. They are not for use in casual amateur conversation. Other meanings that may be used in other services do not apply. Do not use QN signals on phone nets. Say it with words. QN signals need not be followed by a question mark, even though the meaning may be interrogatory.

DTN BATCH FILE FORMAT - text files for importing Radiograms into a DTN Hub via Radio-email or direct.

ST 21201@NTSMD < WA1QAA
P BALTIMORE 410 555

78 P WA1QAA 15 ELLICOTT CITY MD 1800 SEP 20
BACI EOC
BALTIMORE MD 21201
410 555 1212
BT
TWELVE SUPPORT TEAMS IN ROUTE
TO YOUR EOC X DO
YOU HAVE EMERGENCY POWER QUERY
BT
MIKE WA1QAA MDC SEC

/EX
(blank line if last message, or ST line of next message - no blank line allowed)

INTERNATIONAL Q SIGNALS

A "Q" signal followed by a ? asks a question. A "Q" signal without the ? answers the question in the affirmative unless otherwise indicated.	
QRA	What is the name of your station?
QRG	What is my exact frequency?
QRH	Does my frequency vary?
QRI	How is my tone? (1-3)
QRK	What is my signal intelligibility? (1-5)
QRL	Are you busy?
QRM	Is my transmission being interfered with?
QRN	Are you troubled by static?
QRO	Shall I increase transmitter power?
QRP	Shall I decrease transmitter power?
QRQ	Shall I send faster?
QRS	Shall I send slower?
QRT	Shall I stop sending?
QRU	Have you anything for me? (Answer in negative.)
QRV	Are you ready?
QRW	Shall I tell ____ you're calling him?
QRX	When will you call again?
QRZ	Who is calling me?
QSA	What is my signal strength? (1-5)
QSB	Are my signals fading?
QSD	Is my keying defective?
QSG	Shall I send ____ messages at a time?
QSK	Can you work break-in?
QSL	Can you acknowledge receipt?
QSM	Shall I repeat the last message sent?
QSO	Can you communicate with ____ direct?
QSP	Will you relay to ____?
QSV	Shall I send a series of V's?
QSW	Will you transmit on ____?
QSX	Will you listen for ____ on ____?
QSY	Shall I change frequency?
QSZ	Shall I send each word/group more than once? (Answer, send twice or ____.)
QTA	Shall I cancel number ____?
QTB	Do you agree with my word count? (Answer negative.)
QTC	How many messages have you to send?
QTH	What is your location?
QTR	What is your time?
QTV	Shall I stand guard for you?
QTX	Will you keep your station open for further communication with me?
QUA	Have you news of ____?

ST + space + [zip]@NTS[2 letter state] is key to routing. Use some kind of zip code even if a generic one close to the delivery point - Canadian zip's must be entered as 6 characters with no middle space. The call after "<" is the station of origin. The next line is the TOWN line showing the Precedence Flag, town, area code and exchange of the message's phone number. Batch Files must contain only messages of the same precedence status, a combination of the Precedence itself plus the presence or absence of the HXD handling instruction and Service status (SVC messages). Thus the possible flags are S, D, SD, W, SW, WD, SWD, P, SP, PD, SPD. No flag R is used for Routine messages. Thus the P flag matches the Radiogram Precedence here. The blank line before the PBL and after the signature is for readability. The Radiogram is entered as shown, framing the text with BTs on lines of their own. The /EX ends the message and must be followed by one more blank line if the last message, or immediately by the ST of an additional message, if any. Many Radiograms may be packed into one Batch File. Booking is not permitted. Filenames must be 8 x 3 (FAT) plain text files.

OPERATIONAL, PROWORDS, PROSIGNS

VOICE	CW
YES, AFFIRMATIVE	C
NO, NEGATIVE	N
ROGER	R
(ROGER/R means all received and understood. It does not mean yes/affirmative.)	
OVER	K
CLEAR	CL
CLEAR	<SK>
SEVENTY THREE	73
(Best regards - note meaning is plural.)	
ARL (in Check)	ARL (in CK)
ARL (in Text)	ARL (in TXT)
(ARL + space precede Check figures if ARRL Numbered Radiograms in text - voiced as letters "A R L", ARL on CW. ARL + space precede the Numbered Radiograms in the text as 1 group.)	
NUMBER	NR
(begins message record copy until END)	
BOOK OF #	BOOK OF #
(begins record copy of [# as spelled word] booked messages until END BOOK)	
(use a slight pause)	<AA>
(<AA> marks end of address lines like a CR/LF)	
OP NOTE	OP NOTE
(Introduces operator delivery or service note - generally not delivered to addressee.)	
BREAK	<BT> or =
(Marks start and end of text and separates parts of booked messages. A listening pause follows a break at the start of the text and before NR when sending books. No listening pause before SIG.)	
END +	<AR> +
[MORE, ONE MORE,	[B, B1 (or 1), N]
NO MORE	
(ends record copy of single messages + number of messages to follow)	
END BOOK	<AR> END BOOK <AR>
+ [MORE, ONE MORE,	+ [B, B1 (or 1), N]
NO MORE	
(ends record copy of messages sent booked + number of messages to follow)	
I SAY AGAIN	?
(FOR CLARITY)	(FOR CLARITY)
(Send "I SAY AGAIN, or "2" on CW, repeat previous group(s) for emphasis/clarity.)	
I SAY AGAIN	?
(FOR ERROR)	(FOR ERROR)
(Send "I SAY AGAIN, or "2" on CW, repeat last group sent correctly, and then continue.)	
I SPELL	(none)
(Voice only ONE group then "I spell", and then spell the group with phonetics or letter spelling, then continue. Last and other proper names should be spelled phonetically.)	

FILL REQUESTS - VOICE

"[IN (part)] WORD AFTER (group(s))"
 "[IN (part)] WORD BEFORE (group(s))"
 "[IN (part)] ALL AFTER (group(s))"
 "[IN (part)] ALL BEFORE (group(s))"
 "[IN (part)] BETWEEN (group) AND (group)"
 "part name"
 "confirm (group(s))"

FILL REQUESTS - CW

"[IN (part)] WA (group(s))"
 "[IN (part)] WB (group(s))"
 "[IN (part)] AA (group(s))"
 "[IN (part)] AB (group(s))"
 "[IN (part)] BN (group) ES (group)"
 "part name"
 "CFM (group(s))"
 (Respond only with group(s) requested or CONFIRM on voice, CFM on CW, as warranted. The "[IN (part)]" is used optionally to avoid ambiguity in defining the fill location.)

GENERAL NOTES: The objective in handling formal written Radiogram traffic is to pass an exact copy of the original message to the addressee in an efficient and timely fashion. Radio-email, added to the tool kit, allows real-time messaging everywhere, error corrected, with no intermediate relaying manpower needed.

P. 2

RRI 1720r3 5/17 // ed: W3YVQ

FOR USE ON AMATEUR RADIO SERVICE TRAFFIC NETS

www.radio-relay.org

Figure C- 3. Radio Relay League Traffic Aid – Page 2

C.2 ICS 204 ASSIGNMENT LIST

Purpose. The Assignment List (ICS 204) is a standard NIMS ICS form that is used by PinCo ACS to document the work assigned to each PinCo ACS communication team. It is also used to identify safety problems that the team should address during deployment and contains the information needed to establish and maintain RF communications with the PinCo EOC.

The form specific instructions provided by NIMS have been updated to clarify and tailor the information to the amateur radio community and PinCo ACS.

Preparation. The ICS 204 is prepared by the PinCo ACS Leadership Team during PinCo ACS Activation Level 2, using the information provided to PinCo ACS by PinCo Emergency Management.

Distribution. Each ICS 204 will be incorporated into the PinCo ACS Incident Action Plan. This plan will be emailed to all deployed ACS communication teams. If necessary, an updated ICS 204 can also be distributed via Winlink. The completed PinCo ACS IAP must be given to the PinCo ACS Admin Officer and a copy stored within WebEOC.

Notes:

- a. The ICS 204 details assignments at the Unit level and is part of the IAP.
- b. Multiple pages/copies can be used if needed.
- c. If additional pages are needed, use a blank ICS 204 and repaginate as needed.

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TABLE C- I. ICS 204 Assignment List		
Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • 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	Branch Group Staging Area	<p>When deployed within Pinellas County, the following assignments should be used.</p> <p>Branch: Logistics Section – Service Branch</p> <p>Group: PinCo ACS</p> <p>Unit: From the PinCo ACS units identified on the ICS 208, enter the applicable unit’s name.</p> <p>Staging Area: PinCo EOC</p>
4	Operations Personnel <ul style="list-style-type: none"> • Name, Contact Number(s) <ul style="list-style-type: none"> – COML – PACS Group Supervisor – PACS Unit Leader 	<p>Enter the name of the Communications Unit Lead (COML), PinCo ACS Group Supervisor, and PinCo ACS Unit Leader.</p> <p><i>To enable wide distribution of this form, sensitive information including cell phone numbers will not be listed. All contract information will be listed on the ICS 205A.</i></p>
5	Resources Assigned	Enter the following information about each Comm Team assigned to the Unit for this operational period.
	• Resource Identifier	The resource identifier is a unique way to identify the PinCo ACS Comm Team. Whenever possible, use the Comm Team’s tactical call sign.
	• Leader	Enter the Comm Team leader’s name.
	• # of Persons	Enter total number of persons assigned to the Comm Team. Include the leader.

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TABLE C- I. ICS 204 Assignment List		
Block Number	Block Title	Instructions
5 (continued)	<ul style="list-style-type: none"> Contact (e.g., phone, pager, radio frequency, etc.) 	<p>Enter the primary radio net used to contact the Comm Team leader.</p> <p><i>To enable wide distribution of this form, sensitive information including cell phone numbers will not be listed. All contract information will be listed on the ICS 205A.</i></p>
	<ul style="list-style-type: none"> Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information 	<p>Provide special notes or directions specific to this Comm Team. If required, add notes to indicate: (1) specific location/time where the Comm Team should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the Comm Team received briefings; (4) transportation needs; or (5) other information.</p>
6	Work Assignments	<p>Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this PinCo ACS Unit.</p>
7	Special Instructions	<p>Enter a statement noting any safety problems, specific precautions to be exercised, drop-off or pickup points, or other important information.</p>
8	<p>Communications (radio and/or phone contact numbers needed for this assignment)</p> <ul style="list-style-type: none"> Name/Function Primary Contact: indicate cell, pager, or radio (frequency /system / channel) 	<p>Enter additional information needed to establish and maintain communications on the identified radio networks. (e.g., Times, Call Signs, Modes of operation, etc.)</p> <p>For each comm channel used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).</p> <p><i>To enable wide distribution of this form, sensitive information including cell phone numbers will not be listed. All contract information will be listed on the ICS 205A.</i></p>

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TABLE C- I. ICS 204 Assignment List		
Block Number	Block Title	Instructions
9	Prepared by <ul style="list-style-type: none">• Name• Position/Title• Signature• Date/Time	Enter the name, position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

Updated by PinCo ACS September 2023

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ASSIGNMENT LIST (ICS 204), Adapted for PinCo ACS

1. Incident Name: Hurricane Template		2. Operational Period: Date From: 09/23/2023 Date To: 09/23/2023 Time From: 0700 Time To: 1900		3. Branch: Logistics-Service Group: PinCo ACS Unit: North PinCo Evacuation Shelter Comms Staging Area: Pinellas County EOC	
4. Operations Personnel:		Name Contact Number(s)			
Communications Unit Lead:		Clayton Parrott Refer to ICS 205A			
PinCo ACS Group Supervisor:		Clayton Parrott Refer to ICS 205A			
PinCo ACS Unit Leader:		Ryan Rager Refer to ICS 205A			
5. Resources Assigned:					
Resource Identifier	Leader	# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	
Carwise Middle	Tom Powers	1	ACS Tactical-Resource Net	3301 Bentley Dr, Palm Harbor • ACS Radio Kit YES	
Clearwater Middle	Tom Villanova	1	ACS Tactical-Resource Net	1660 Palmetto St, Clearwater • ACS Radio Kit YES	
Dunedin Elementary	Mike Boschetti	1	ACS Tactical-Resource Net	900 Union St, Dunedin • ACS Radio Kit YES	
Dunedin Middle	Steve Oliphant	1	ACS Tactical-Resource Net	70 Patricia Ave, Dunedin • ACS Radio Kit YES	
McMullen-Booth Elementary	Ryan Rager	1	ACS Tactical-Resource Net	3025 Union St, Clearwater • ACS Radio Kit NO	
Palm Harbor Middle	Ryan Ryczek	1	ACS Tactical-Resource Net	1800 Tampa Rd, Palm Harbor • ACS Radio Kit YES	
Palm Harbor High Bld 19	Steve Foy	1	ACS Tactical-Resource Net	1900 Omaha St, Palm Harbor • ACS Radio Kit YES	
Palm Harbor High Bld 5,8,11	Garry Potts	1	ACS Tactical-Resource Net	1900 Omaha St, Palm Harbor • ACS Radio Kit YES	
6. Work Assignments:					
<ul style="list-style-type: none"> Establish and maintain VHF amateur communications with the Pinellas County (PinCo) EOC. Exchange tactical and formal analog voice and digital message traffic with the PinCo EOC as required to meet mission requirements. <ul style="list-style-type: none"> Maintain status of the critical infrastructure elements listed below. Immediately report a change in status to the PinCo EOC. <ul style="list-style-type: none"> Commercial Power Landline Phone Shelter Air Conditioning Back-up Power Generator Cell Phone Public Water and Sewer Internet Maintain site ICS 214 and ICS 309 throughout operational period. Attend all shelter staff meetings, keep shelter manager apprised of significant events, and perform additional tasking as required to support the shelter manager. 					
7. Special Instructions:					
<ul style="list-style-type: none"> Deployed ACS members will notify the EOC via the ACS Tactical-Resource net when transiting between locations. Each member will notify the EOC upon departure and arrival. Upon demobilization, return communications equipment to the EOC and deliver station records to the PinCo ACS Admin Officer. 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. 					

Figure C- 4. Sample ICS 204, Assignment List

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8. Communications (radio and/or phone contact numbers needed for this assignment):

- Between 2200 and 0700 each day, shelter operators will monitor the **ACS Tactical-Resource net**.
- Winlink Digital net will use the W4ACS-10 VHF RMS gateway. This gateway is a member of the Winlink EMCOMM group and is configured to support 1200 baud Packet and VARA FM.

Name/Function	Primary Contact: indicate cell, pager, or radio (frequency/system/channel)
ACS Tactical-Resource Net / Tactical	ACS Radio Kit Channel 01 – (W4ACS Repeater)
ACS Tactical-Resource Net / Back-up	ACS Radio Kit Channel 02 – (PACS PLAN A – 146.4300MHz Simplex)
ACS Traffic Net / Tactical	ACS Radio Kit Channel 07 – (WD4SCD Repeater – North County)
ACS Traffic Net / Back-up	ACS Radio Kit Channel 08 – (WD4SCD Repeater – Central County)
VHF Winlink Data Net / Tactical	ACS Radio Kit Channel 21 – (W4ACS-10 VHF RMS gateway 145.0900MHz.)

9. Prepared by: Name: Michael H Drake____ Position/Title: PinCo ACS Training_ Signature: *Michael H Drake*__

ICS 204 IAP Page 3____ Date/Time: 09/23/2023 0630

Updated by PinCo ACS September 2023

Figure C- 5. Sample ICS 204, Assignment List - Page 2

C.3 ICS 205 INCIDENT RADIO COMMUNICATIONS PLAN

Purpose. The Incident Radio Communications Plan (ICS 205) is a standard NIMS ICS form that is used by PinCo ACS to identify all the amateur radio repeaters, digipeaters, Winlink RMS Gateways, and simplex frequencies planned for use by PinCo ACS during an activation event.

The form specific instructions provided by NIMS have been updated to clarify and tailor the information to the amateur radio community and PinCo ACS.

Preparation. The ICS 205 is prepared by the PinCo ACS Leadership Team during PinCo ACS Activation Level 2. The ACS Leadership Team will use the information in the ICS 217A to build an ICS 205 that is appropriate and meets the needs of the specific event.

Distribution. Once complete, the ICS 205 will be incorporated into the PinCo ACS Incident Action Plan. This plan will be emailed to all deployed ACS communication teams. If necessary, an updated ICS 205 can also be distributed via Winlink. The completed PinCo ACS IAP must be given to the PinCo ACS Admin Officer and a copy stored within WebEOC.

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TABLE C- II. ICS 205 Incident Radio Communication Plan		
Block Number	Block Title	Instructions
1	Incident Name	This field contains the name of the Incident/activation event that is associated with the ICS 205. It will be provided the ACS Leadership Team.
2	Date/Time Prepared	Enter date prepared (month/day/year) and time prepared (24-hour Local Time).
3	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	This field contains the start date (month/day/year) and time (24-hour Local Time) and projected end date and time for the activation event. This is the period over which the ICS 205 is applicable.
4	Basic Radio Channel Use	Enter the following information about radio channel use:
	Zone Group	This is an optional field that is currently not used by Pinellas ACS.
	Channel Number	<p>This field is uniquely associated with the ACS radio kits that are distributed by the Pinellas EOC during an activation event. The field identifies the channel number used by the ACS radio kit to store the identified repeater or simplex frequency.</p> <p>For all other users, it should be treated as a reference line number on the ICS 205 document.</p>
	Function	<p>This field identifies the type of network assigned to the resource. Although NIMS defines five network types, PinCo ACS will only deploy Command, Tactical and Support nets.</p> <ul style="list-style-type: none"> • Command – Used to link together key incident personnel and locations (e.g., Incident Commander, State of Florida EOC, County EOCs, etc.). • Tactical – Used to support the mission critical functions managed by the PinCo ACS Operations group. • Tactical Data – Used to exchange mission critical digital information via Winlink.

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TABLE C- II. ICS 205 Incident Radio Communication Plan

Block Number	Block Title	Instructions
4	Function	<ul style="list-style-type: none"> • Tactical Back-up – Used to replace a primary Tactical or Tactical Data resource if the primary resource becomes unusable. • Support – Used to support non-tactical functions. These include but are not limited to equipment distribution; equipment staging and installation; equipment repair; the coordination of material requests; and distribution of supplies.
	Channel Name/Trunked Radio System Talkgroup	This field will identify a common name for the resource. (e.g., Repeater FCC call sign, ACS Radio Kit Channel Name, Simplex, etc.).
	Assignment	This field will identify the primary mission for the resource (e.g., Tactical-Resource Net, ACS Traffic Net, NOAA, VARA FM, etc.). When combined with the information in the Function and Channel Name fields, users should have a clear understanding of how and under what conditions the resource will be used.
	RX (Receive) Frequency (N or W)	The receive frequency as the mobile or portable radio would be programmed using xxx.xxxx out to four decimal places followed by a “ N ” designating narrowband (12.5Khz Bandwidth or less) or a “ W ” designating wideband emissions ¹ .
	RX Tone/NAC	The receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone, Digital Coded Squelch (DCS), Network Access Code (NAC), Radio Access Number (RAN), or Color Code (CC) for the receive frequency as the mobile or portable radio would be programmed. If no tone/code is required, the field will indicate that the radio should use Carrier Squelch (CSQ).

¹ Analog FM amateur radio systems operating with a deviation of 5Khz are defined as wideband. Analog FM amateur radio systems operating with a deviation of 2.5Khz are defined as narrowband.

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TABLE C- II. ICS 205 Incident Radio Communication Plan		
Block Number	Block Title	Instructions
4	TX (Transmit) Frequency (N or W)	The transmit frequency as the mobile or portable radio would be programmed using xxx.xxxx out to four decimal places followed by a “ N ” designating narrowband (12.5Khz Bandwidth or less) or a “ W ” designating wideband emissions.
	TX Tone/NAC	The transmit CTCSS subaudible tone, DCS, NAC, RAN or CC for the transmit frequency as the mobile or portable radio would be programmed. If no Tone/Code is required, enter CSQ.
	Mode (A, D, or M)	The mode of operation: “ A ” for analog operation, “ D ” for digital operation or “ M ” for Mixed mode operation (e.g., Analog and Fusion).
	Remarks	This field can contain any additional information that might be beneficial to the user during the planned activation. Examples include repeater location, modes of operation (e.g., D-Star, Next Generation Digital Network (NXDN), P25, Fusion, DMR), Club Name, or a dedicated purpose such as PinCo ACS Traffic Net.
5	Special Instructions	This field can contain any information that would be useful to the general membership during the activation event. Special instructions might include the use of cross-band repeaters or special instructions for handling message traffic.
6	Prepared by (Communications Unit Leader) <ul style="list-style-type: none"> • Name • Signature • Date/Time 	The name and signature of the person preparing the form. Typically, within NIMS, this would be the Communications Unit Leader. For Pinellas ACS, the ICS 205 will be created by the ACS Leadership Team and approved by the Radio Officer. Enter date (month/day/year) and time prepared (24-hour Local Time).

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INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name: Hurricane Template				2. Date/Time Prepared: Date: 09/23/2023 Time: 0600				3. Operational Period: Date From: 09/23/2023 Date To: 09/23/2023 Time From: 0700 Time To: 1900			
4. Basic Radio Channel Use:											
Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talk group	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode A, D, M	Remarks	
		Command	SARnet – AG4UU	FL Command	442.2500W	CSQ	447.2500W	146.2	A	<i>SARnet – Skyway Bridge</i>	
		Cmd / Back-up	SARnet	FL Command	442.8500W	CSQ	447.8500W	146.2	A	<i>SARnet – Tampa</i>	
	1	Tactical	W4ACS	Tact-Rsrc	145.1700W	CSQ	144.5700W	156.7	A	<i>PinCo ACS Tactical-Resource Net</i>	
	2	Tactical-Bk up	PACS PLAN A	Tact-Rsrc	146.4300W	CSQ	146.4300W	CSQ	A	See Special Instructions Below	
	3	Tactical-Bk up	PACS PLAN B	Tact-Rsrc	146.4700W	CSQ	146.4700W	CSQ	A	See Special Instructions Below	
	6	Tactical	WD4SCD	ACS Traffic	147.0300W	CSQ	147.6300W	100.0	A	ACS Traffic Net - St Pete	
	7	Tactical	WD4SCD	ACS Traffic	147.0300W	CSQ	147.6300W	103.5	A	ACS Traffic Net - North County	
	8	Tactical	WD4SCD	ACS Traffic	147.0300W	CSQ	147.6300W	156.7	A	ACS Traffic Net - Mid County	
	9	Tactical	WD4SCD	ACS Traffic	147.0300W	CSQ	147.6300W	82.5	A	ACS Traffic Net – East County	
	10	Tactical	WD4SCD	ACS Traffic	147.0300W	CSQ	147.6300W	146.2	A	ACS Traffic Net – West County	
	11	Tactical	WD4SCD	ACS Traffic	147.0300W	CSQ	147.6300W	192.8	A	ACS Traffic Net – S Pasadena	
	21	Tactical Data	W4ACS-10	Local Winlink	145.0900W	CSQ	145.0900W	CSQ	D	VARA FM Wide / 1200 Packet EMCOMM Group	
	5*	Tactical	FRS Ch 01	Sltr-Facilities	462.5625W	CSQ	462.5625W	CSQ	A	Shelter: Command & Facilities	
		Tactical	EOC A	Coord A	800MHz N				D	See Special Instructions Below	
		Command	AUXCOMM HF Net	AUXCOMM State Wide	3.9400	CSQ	3.9400	CSQ	A	LSB; Statewide Emergency Net; Primary: 2000EDT – 0700EDT	
		Command Back-up	AUXCOMM HF Net	AUXCOMM State Wide	3.9500	CSQ	3.9500	CSQ	A	LSB; Statewide Emergency Net; Secondary: 2000EDT – 0700EDT	
		Command	AUXCOMM HF Net	AUXCOMM State Wide	7.2650	CSQ	7.2650	CSQ	A	LSB; Statewide Emergency Net; Primary: 0700EDT – 2000EDT	
		Command Back-up	AUXCOMM HF Net	AUXCOMM State Wide	7.2470	CSQ	7.2470	CSQ	A	LSB; Statewide Emergency Net; Secondary: 0700EDT – 2000EDT	
		Command Back-up	AUXCOMM HF Net	AUXCOMM State Wide	7.2420	CSQ	7.2420	CSQ	A	LSB; Statewide Emergency Net; Tertiary: 0700EDT – 2000EDT	

Figure C- 6. Sample ICS 205

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1. Incident Name: <div style="text-align: center; font-weight: bold; color: #0056b3;">Hurricane Template</div>				2. Date/Time Prepared: Date: 09/23/2023 Time: 0600				3. Operational Period: Date From: 09/23/2023 Date To: 09/23/2023 Time From: 0700 Time To: 1900			
4. Basic Radio Channel Use:											
Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talk group	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode A, D, M	Remarks	
		Tactical Data	SHARES HF Net	HF Winlink	HF Winlink	CSQ	HF Winlink	CSQ	D	See Special Instructions Below	
		Support	NOAA WX5	Weather	162.4500W	CSQ			A		
5. Special Instructions: <ul style="list-style-type: none"> PACS PLAN A – Used for county wide simplex net during W4ACS outage. Used for North County net during split county net operation. Refer to Comm plan for details. PACS PLAN B- Used for South County net during split county net operation. Refer to Comm plan for details. ACS Comm Team Radio Kit channel numbers are listed in the Ch# column. The WD4SCD repeater system has six receiver sites. Select the ACS Traffic Net channel number that corresponds to the receiver site closest to your location. EOC A – Used for coordination between PinCo EOC and county municipalities. FRS Chan 01 is located at position 5 on the ICOM handheld radios. Winlink SHARES Address for sending formal message to the state of Florida EOC: NNA4FL HF Winlink Digital net (Amateur and SHARES) frequencies will be selected by using the HF Channel Selector function of the Winlink Express computer program. Channel selection based on Path Quality and Reliability estimates. All HF Winlink sessions will take place using the Pactor protocol. 											
6. Prepared by (Communications Unit Leader): Name: Clayton Parrott Signature: _____											
ICS 205			IAP Page _8_		Date/Time: 09/23/2023 0600						

Figure C- 7. Sample ICS 205 (Cont.)

C.4 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, email addresses, FCC Call Signs, etc.), and functions as an incident directory.

The form specific instructions provided by NIMS have been updated to clarify and tailor the information to the amateur radio community and PinCo ACS.

Preparation. The ICS 205A is prepared by the PinCo ACS Leadership Team during PinCo ACS Activation Level 2. As each ACS communication team is formed and team members identified, the ACS Leadership Team will populate the ICS 205A with the appropriate contact information. This form should be updated each operational period.

Distribution. Once complete, the ICS 205A will contain sensitive personal information. To protect this information, the form will not be incorporated into the PinCo ACS IAP. Instead, it will be encrypted and emailed to all deployed ACS communication teams. The completed ICS 205A must be given to the PinCo ACS Admin Officer and a copy stored within WebEOC.

NOTE: *The completed ICS 205A is not to be distributed to team members via Winlink or any other method that could potentially disclose the contact information to an unauthorized recipient.*

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TABLE C- III. ICS 205A Communications List		
Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • 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.
	<ul style="list-style-type: none"> • Incident Assigned Position 	Enter the ICS organizational assignment.
	<ul style="list-style-type: none"> • Name 	Enter the name of the assigned person.
	<ul style="list-style-type: none"> • Call Sign 	Enter the Amateur, GMRS, and SHARES call signs
	<ul style="list-style-type: none"> • Method(s) of Contact (phone, pager, cell, etc.) 	For each assignment, enter the following information: <ul style="list-style-type: none"> • Personnel Cell Phone number (Include area code). • Personnel Email address. • Deployment location phone number (Include area code). • Radio net being monitored by individual. • If applicable, include the vehicle license or ID number assigned to the vehicle for the incident (e.g., HAZMAT 1, etc.).
4	Prepared by <ul style="list-style-type: none"> • 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).

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COMMUNICATIONS LIST (ICS 205A), Adapted for PCACS

1. Incident Name:		2. Operational Period: Date From: Date To:	
		Time From: Time To:	
3. Basic Local Communications Information: CONTAINS SENSITIVE INFORMATION - NOT FOR PUBLIC RELEASE			
Incident Assigned Position	Name	Call Sign	Method(s) of Contact (phone, pager, cell, etc.)
		A:	Cell: Email:
		G:	Deployment Phone:
		S:	Radio Net:
		A:	Cell: Email:
		G:	Deployment Phone:
		S:	Radio Net:
		A:	Cell: Email:
		G:	Deployment Phone:
		S:	Radio Net:
		A:	Cell: Email:
		G:	Deployment Phone:
		S:	Radio Net:
		A:	Cell: Email:
		G:	Deployment Phone:
		S:	Radio Net:
		A:	Cell: Email:
		G:	Deployment Phone:
		S:	Radio Net:
		A:	Cell: Email:
		G:	Deployment Phone:
		S:	Radio Net:
4. Prepared by: Name:		Position/Title:	Signature:
ICS 205A	IAP Page	Date/Time:	

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Figure C- 8. ICS 205A Communications List

C.5 ICS 213RR RESOURCE REQUEST MESSAGE

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RESOURCE REQUEST MESSAGE (ICS 213 RR)

1. Incident Name:				2. Date/Time		3. Resource Request Number:	
Requestor	4. Order (Use additional forms when requesting different resource sources of supply.):						
	Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Arrival Date and Time		Cost
					Requested	Estimated	
5. Requested Delivery/Reporting Location:							
6. Suitable Substitutes and/or Suggested Sources:							
7. Requested by Name/Position:				8. Priority: <input type="checkbox"/> Urgent <input type="checkbox"/> Routine <input type="checkbox"/> Low		9. Section Chief Approval:	
Logistics	10. Logistics Order Number:					11. Supplier Phone/Fax/Email:	
	12. Name of Supplier/POC:						
	13. Notes:						
	14. Approval Signature of Auth Logistics Rep:					15. Date/Time:	
16. Order placed by (check box): <input type="checkbox"/> SPUL <input type="checkbox"/> PROC							
Finance	17. Reply/Comments from Finance:						
	18. Finance Section Signature:					19. Date/Time:	
ICS 213 RR, Page 1							

Figure C- 9. ICS 213RR Resource Request Message

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RESOURCE REQUEST MESSAGE (ICS 213 RR)

1. Incident Name 2. Date/Time [Load ICS213RR Data](#) [Form Info](#)

3. Resource Request Number

REQUESTER

4. Order Use additional forms when requesting from a different source or vendor to fill request (s)

Qty	Kind	Type	Detailed Item Description; Vital characteristics, brand, specs, experience, size, etc.	Needed Date/Time (local 24 hr)	Requested	Estimated	Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Delivery/Reporting Location

6. Substitutes and/or Suggested Sources

7. Requested by Name/Position 8. Priority ☒ Low ☐ Routine ☐ URGENT

9. Section Chief Name for Approval

LOGISTICS

10. Logistics Order Number

11. Supplier Phone/Fax/Email

12. Name of Supplier 12A. Point of Contact

13. Notes

14. Name of Auth Logistics Rep 15. Date/Time

16. Order Was Requested By Indicate Unit / Section or Person who is to get this order.

FINANCE

17. Reply/Comments from Finance

18. Finance Section Chief Name 19. Date/Time

[Save ICS213RR Data](#) [Submit](#) [Reset Form](#) ICS 213RR v. 14.4

Instructions:

- Incident Name as provided by ACS EC/RO.
- Date and time (24Hr Local) that request was submitted.
- Should include Winlink Tactical Address and a serial number (e.g., PACS-SHTR2-001). If multiple 213RR messages are sent, the serial number will enable EOC team to differentiate between requests.
- Enter Quantity for each item (e.g., One line for Blankets, a second line for cots, etc.)
- Enter Requested delivery Date/Time (24Hr Local) for each item (e.g., One line for Blankets, a second line for cots, etc.)
- Enter detailed description for each item (e.g., One line for Blankets, a second line for cots, etc.)
- Location where requested items are to be delivered. Location name and address should be used in all cases; however, if destination is a well-known location, full street address may be optional.
- Priority determined by Served Agency Partner; NOT the ACS/ARES® Operator.
- Name and Position of Served Agency Partner Requesting material (e.g., Shelter Administrator); NOT the ACS/ARES® Operator.
- Name and Position of Served Agency Partner Authorizing Request (e.g., Shelter Manager)
- NOTE:** This field will be filled in automatically by Winlink with the date, time, and call sign of the sending station.

Figure C- 10. Winlink ICS 213RR with instructions

C.6 ICS 213 GENERAL MESSAGE**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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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).

Figure C- 11. ICS 213 Instructions

C.7 ICS 309 COMMUNICATIONS LOG

Purpose. The Communications Log (ICS 309) is used to record the details of all event specific message traffic that is exchanged during an exercise, event, or activation period. The Net Control Station (NCS) and Alternate NCS (ANCS) will each maintain a log of the message exchanges that take place on their associated nets and each net participant will maintain a separate log of the message traffic sent and received by their individual station. These logs provide the basic reference from which to extract communications traffic history. The information on this form should not duplicate the information on the Activity Log (ICS 214).

Preparation. An ICS 309 should be initiated and maintained by each ACS communications team. Each team should document all formal message traffic. When exchanging informal/tactical message traffic, users should log any message with a precedence of Emergency or Priority. Additional tactical message traffic can be logged at the user's discretion.

Distribution. The Communications Log is provided to the PinCo ACS Admin officer at the conclusion of the exercise, event, or activation period.

Notes:

Use additional copies as continuation sheets as needed, and indicate pagination as used.

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TABLE C- IV. ICS 309 Communications Log		
Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • 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	Radio Net Name / Tactical Call Sign / Location	The content of this field is dependent on the position being filled by the Radio Operator.
	<ul style="list-style-type: none"> • Net Control Station / Alternate NCS 	Enter the name of the radio net being managed by the NCS and ANCS.
	<ul style="list-style-type: none"> • Net Participant 	Enter the tactical call sign of the net participant. If no tactical call sign has been assigned, this field will contain the location of the participant.
4	Radio Operator	Enter the name and FCC call sign of the primary radio operator.
5	Communications Log	Enter details of each communication exchange.
	Time	Enter the time each message was sent or received. Use 24-hour format (Local Time).
	Call Sign/ID FROM	Enter the FCC call sign or Tactical Call Sign of the station sending the message. When the sending station is the local station (i.e., the station identified in Blocks 3 and 4), the field can be left blank.
	Call Sign/ID TO	Enter the FCC call sign or tactical call sign of the station directly receiving the message. When the receiving station is the local station, the field can be left blank.
	Msg # / Precedence / Origin	The content of this field is dependent on the type of message exchange being documented.
	<ul style="list-style-type: none"> • Formal message 	Enter the message number, message precedence, and the FCC call sign of the station that originated the message.
	<ul style="list-style-type: none"> • Informal message 	Enter the message precedence
	Message Subject/Notes	Enter the subject of the message and any additional information that will help identify or track the message.
6	Prepared by	Enter name and FCC call sign of the person completing the log.
7	Date and Time Prepared	Enter the date (month/day/year) and time prepared (24-hour clock).
8	Page number	Enter pagination (Page X of Y)

Communications Log (ICS 309)

Figure C- 12. ICS 309 Communications Log

Appendix D

D APPENDIX D – PINELLAS ACS TACTICAL CALL SIGNS AND WINLINK ADDRESSES

This section of the document contains a list of tactical call signs and Winlink tactical addresses used by Pinellas ACS.

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TABLE D- I. Pinellas ACS Tactical Call Signs and Winlink Addresses – Officers

Position No	Position	Voice Tactical Call Sign	Winlink Tactical Address
1	Tactical-Resource Net Control Station	NET CONTROL (TACTICAL)	N/A
2	ACS Traffic Net Control Station	NET CONTROL (ACS TRAFFIC)	N/A
3	Deputy Radio Officer – Operations	OPS CHIEF	N/A
4	Operations Deputy	OPS DEPUTY	N/A
5	Deputy Radio Officer – Logistics	PINELLAS LOGISTICS	PINCO-LOG
6	North County Dispatch	NORTH DISPATCH	N/A
7	South County Dispatch	SOUTH DISPATCH	N/A
8	Deputy Radio Officer – Administrative	ADMIN	PINCO-ADMIN
9	Deputy Radio Officer – Net Manager	NET MANAGER	PINCO-NETMAN

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TABLE D- II. Pinellas ACS Tactical Call Signs and Winlink Addresses – Evacuation Shelters

Shelter No	Shelter Name	Voice Tactical Call Sign	Winlink Tactical Address
1	Bauder Elementary School	BAUDER ELEMENTARY	PINCO-STN n ²
2	Belleair Elementary School	BELLEAIR ELEMENTARY	PINCO-STN n
3	Campbell Park Elementary School	CAMPBELL PARK	PINCO-STN n
4	Carwise Middle School	CARWISE MIDDLE	PINCO-STN n
5	Clearwater Fundamental Middle School	CLEARWATER MIDDLE	PINCO-STN n
6	Dunedin Elementary School	DUNEDIN ELEMENTARY	PINCO-STN n
7	Dunedin Highland Middle School	DUNEDIN MIDDLE	PINCO-STN n
8	Fairmount Park Elementary School	FAIRMOUNT PARK	PINCO-STN n
9	Gibbs High School	GIBBS HIGH	PINCO-STN n
10	Jamerson Elementary School	JAMERSON ELEMENTARY	PINCO-STN n
11	John Hopkins Middle School	JOHNS HOPKINS MIDDLE	PINCO-STN n
12	Largo High School	LARGO HIGH	PINCO-STN n
13	Lealman Exchange	LEALMAN EXCHANGE	PINCO-STN n
14	Lealman Innovation Academy	LEALMAN ACADEMY	PINCO-STN n

² Each shelter team will be issued a shelter radio kit that contains a Windows Computer. Shelter kits will be issued, at random, from a pool of available resources. The Winlink Express computer program and a unique Winlink tactical address have been preloaded onto each computer. Since the Windows computer assigned to each shelter team will not be known prior to deployment, the Winlink Tactical Address assigned to each shelter will not be known until the kit is issued. A pool of twenty-seven Winlink Tactical address have been allocated to the shelter kits. The addresses range from PINCO-STN1 through PINCO-STN27.

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TABLE D- II. Pinellas ACS Tactical Call Signs and Winlink Addresses – Evacuation Shelters

Shelter No	Shelter Name	Voice Tactical Call Sign	Winlink Tactical Address
15	McMullen Booth Elementary School	MCMULLEN BOOTH ELEMENTARY	PINCO-STN <u>n</u>
16	Melrose Elementary School	MELROSE ELEMENTARY	PINCO-STN <u>n</u>
17	Mildred Helms Elementary School	MILDRED HELMS	PINCO-STN <u>n</u>
18	New Heights Elementary School	NEW HEIGHTS ELEMENTARY	PINCO-STN <u>n</u>
19	Oak Grove Middle School	OAK GROVE MIDDLE	PINCO-STN <u>n</u>
20	Palm Harbor Middle School	PALM HARBOR MIDDLE	PINCO-STN <u>n</u>
21	Palm Harbor Univ High – Bldg 19	PALM HARBOR HIGH	PINCO-STN <u>n</u>
22	Palm Harbor Univ High – Bldg 5, 8, 11	PALM HARBOR HIGH	PINCO-STN <u>n</u>
23	Ross Norton Recreation Center	ROSS NORTON	PINCO-STN <u>n</u>
24	Sanderlin K-8 Elementary School	SANDERLIN ELEMENTARY	PINCO-STN <u>n</u>
25	Sexton Elementary School	SEXTON ELEMENTARY	PINCO-STN <u>n</u>
26	Skycrest Elementary School	SKYCREST ELEMENTARY	PINCO-STN <u>n</u>
27	St. Petersburg College Midtown Campus	ST PETE COLLEGE	PINCO-STN <u>n</u>

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TABLE D- III. Pinellas ACS Tactical Call Signs and Winlink Addresses – County Agencies			
No	Location Name	Voice Tactical Call Sign	Winlink Tactical Address
1	Pinellas EOC	PINELLAS EOC	PINCO-EOC
2	Campus Police HQ Communications Center		
3	Sheriff Office and County Jail	PINELLAS SHERIFF	PINCO-JAIL
4	St. Petersburg EOC	ST PETE EOC	PINCO-STPETE
5	Largo EOC	LARGO EOC	PINCO-LARGO
6	SunStar	SUNSTAR	PINCO-SUNSTR
7	Oldsmar EOC	OLDSMAR EOC	PINCO-OLDS
8	Clearwater PD EOC and Command vehicle	CLEARWATER EOC	PINCO-CLRWTR
9	CERT and Red Cross Liaison		
10	Salvation Army St. Petersburg (SPARC)		
11	Clearwater CERT and ARC Liaison Clearwater Office		
12	CERT Beaches		
13	CAP Liaison		
14	AF MARS Liaison		

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TABLE D- III. Pinellas ACS Tactical Call Signs and Winlink Addresses – County Agencies			
No	Location Name	Voice Tactical Call Sign	Winlink Tactical Address
15	Lealman Fire District	LEALMAN FIRE	PINCO-LEAFIR
16	Seminole Fire Department EOC	SEMINOLE FIRE	PINCO-SEMFIR
17	Volunteer Resource Center		
18	ARC Clearwater Office	RED CROSS CLEARWATER	PINCO-CWARC
19	Pinellas Command-Runner™ 1	<i>(Location / Mission Dependent)</i> ³	PINCO-CR1
20	Pinellas Command-Runner™ 2	<i>(Location / Mission Dependent)</i>	PINCO-CR2
21	Pinellas Command-Runner™ 3	<i>(Location / Mission Dependent)</i>	PINCO-CR3
22	Pinellas Command-Runner™ 4	<i>(Location / Mission Dependent)</i>	PINCO-CR4
23	Pinellas Command-Runner™ 5	<i>(Location / Mission Dependent)</i>	PINCO-CR5
24	Pinellas Command-Runner™ 6	<i>(Location / Mission Dependent)</i>	PINCO-CR6

³ A Tactical call sign that corresponds to a specific deployment location and mission will be assigned to each Command-Runner™.

Appendix E

E APPENDIX E – NETWORK OPERATING PROCEDURES

This section of the document contains the Net Control Scripts and operating procedures used by Pinellas ACS during an activation event.

Each activation level has its own unique set of stand-alone NCS scripts and operating procedures. Readers will note a significant amount of duplication in the scripts and procedures created for each activation level. This is purposeful. During an emergency, this design allows users to focus on a single section of the document rather than jumping back and forth between sections.

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 (*Time*) should be replaced with the FCC Call Sign 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.

ACTIVATION LEVEL 2

MOBILIZE

E.1 ACS LEVEL 2 - MOBILIZE

This section documents the procedures to be used by the Net Control Station (NCS) and Alternate NCS during a level 2 activation event. It contains the following NCS scripts.

- a. [ACS Tactical-Resource Net Activation](#)

E.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 2, Mobilize, upon receipt of the EOC Activation Notice or at the direction of the ACS RO.

E.1.2 NET CONTROL STATION PROCEDURES

The following procedures will be used by the NCS during an ACS level 2 activation event.

E.1.2.1 ACS TACTICAL-RESOURCE NET ACTIVATION

NOTE: *The ACS Tactical-Resource Net will only be established during a level 2 activation if internet and phone services are not available.*

When notified by the Radio Officer (RO) or the ACS Leadership Team to establish the ACS Tactical-Resource net, the assigned NCS will perform the following actions.

- a. Using the announcement script shown in Figure E- 1, Figure E- 2, and Figure E- 3 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.*

- b. Following the Level 2 announcement, the NCS will call for net check-ins.
- c. Once net establishment and check-in is complete, the NCS will perform the following actions.
 - (1) Assign one or more net participants to announce on the other repeaters documented in the ICS 205 that Pinellas ACS is now operating at Level 2 Activation.

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.*

ACS TACTICAL-RESOURCE NET ANNOUNCEMENT SCRIPT

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

“Pinellas County Emergency Management has notified the ACS Leadership Team that ACS activation is imminent.”

“This Activation is due to...”

ACTION - Announce reason for activation.

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

“All ACS stations are requested to take the appropriate steps needed to prepare for immediate deployment. Refer to the Pinellas ACS Emergency Communication Plan for additional information.”

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

“This net is only handling Emergency and Priority traffic. All users are requested to keep this frequency clear unless you are a member of Pinellas County ACS.”

Figure E- 1. NCS Level 2 Announcement Script

ACS TACTICAL-RESOURCE NET ANNOUNCEMENT SCRIPT (Cont.)

“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.”

“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 and availability for deployment. 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.”

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

ACTION - Acknowledge check-ins by call sign.

“Nothing heard.”

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

ACTION - Acknowledge check-ins by call sign.

“Nothing heard.”

ACS TACTICAL-RESOURCE NET ANNOUNCEMENT SCRIPT (Cont.)

“I will now take check-ins from any station not previously acknowledged.”

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*) standing by.”

END OF SCRIPT

Figure E- 3. NCS Level 2 Announcement Script (Cont.)

E.1.2.2 PERIODIC NET ANNOUNCEMENTS

At the beginning of operational period one, ACS will transition from Level 2, ***Mobilize***, to Level 1, ***Activate***. Prior to level one activation, the NCS will continue using the script shown in Figure E- 1, Figure E- 2, and Figure E- 3, to announce that the ACS Tactical-Resource net is active and to document the deployment availability of ACS resources. Announcements will take place at least once per hour and whenever important information must be broadcast to the net.

ACTIVATION LEVEL 1

ACTIVATE

E.2 ACS LEVEL 1 - ACTIVATE

This section documents the procedures used by the 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](#)

E.2.1 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.

E.2.2 NET CONTROL STATION PROCEDURES

The following procedures will be used by the NCS during an ACS Level 1 Activation event.

E.2.2.1 ACS TACTICAL-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. Using the announcement script shown in Figure E- 4, Figure E- 5, and Figure E- 6 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.*

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.”

Figure E- 4. NCS Level 1 Announcement Script

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

Figure E- 6. NCS Level 1 Announcement Script (Cont.)

E.2.2.2 PERIODIC NET ANNOUNCEMENT SCRIPT

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 E.2.2.2, 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.

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."

Figure E- 7. Periodic Net Announcement Script

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.”

Figure E- 9. Periodic Net Announcement Script (Cont.)

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)

Figure E- 10. Periodic Net Announcement Script (Cont.)

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

Figure E- 11. Periodic Net Announcement Script (Cont.)

E.2.2.3 QUIET PERIOD SCRIPT

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 E.2.2.3 to announce the beginning of the quiet period.

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

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Figure E- 12. Quiet Period Announcement Script

E.2.2.4 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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Figure E- 13. Bulletin Announcement Script

E.2.2.5 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 in section E.2.2.5 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*).”

Figure E- 14. Demobilization Announcement Script

E.2.2.6 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.

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 E.2.2.6 to announce the net is being deactivated.
- b. The ACS Tactical-Resource net will remain active to assist deployed units through the demobilization period.
- 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 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

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Figure E- 15. Deactivation Announcement Script

E.3 GENERAL NET PROCEDURES

This section of the document contains the general net procedures used during ACS activation.

E.3.1 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.

E.3.2 NCS SHIFT CHANGE PROCEDURE

The ACS Leadership Team will create an NCS/Alternate NCS schedule for each ACS Net. It is the responsibility of each NCS and Alternate NCS to immediately notify the ACS Leadership Team if they are unable to support one or more scheduled shifts. Fifteen minutes prior to the scheduled NCS shift change, the incoming NCS should call the outgoing NCS and then both stations should implement the procedure listed below.

- a. Using the current net repeater or simplex frequency, the incoming NCS will call the outgoing NCS and notify him/her that the incoming NCS is ready to transition the role of NCS.
- b. The outgoing NCS will provide the incoming NCS with the following information.
 - (1) The current net status.
 - (2) Any information that should be provided to the membership via periodic announcement.
 - (3) Net roster and NCS log (if internet and/or Winlink are available)

NOTE: Ideally, the outgoing NCS would provide the incoming NCS and alternate NCS with a copy of the net roster and NCS log. However, this is not always possible. If the internet is operational, the NCS should use email to deliver the net roster and log. If the internet is not available, the log and roster should be sent via Winlink.

- c. Once the incoming NCS acknowledges receipt of the net data, the outgoing NCS should direct the incoming NCS to assume Net Control.
- d. The incoming NCS assumes the role of NCS by using the Announcement Script Listed below to alert the membership of the change in NCS.
 - (1) Level 1: Appendix E.2.
 - (2) Level 2: Figure E- 1. and Figure E- 2.
- e. The outgoing NCS should remain on frequency for 10 minutes to assist the new NCS if required.

E.3.3 NET PARTICIPANT PROCEDURES

When notified by the ACS Leadership Team that ACS Activation Level 1 or 2 has been established, the general membership will perform the following actions.

- a. Monitor the appropriate repeater system or simplex frequency.
- b. During net establishment and re-establishment, the NCS will call for check-ins. When your communications team or group is called, check-in with the following information.
 - (1) FCC Call Sign
 - (2) Tactical Call Sign (if applicable)
 - (3) Deployment status (e.g., Currently deployed, available for deployment, not available for deployment.)
 - (4) Traffic List (e.g., no traffic, priority traffic, etc.)

EXAMPLES: (1) *"THIS IS (release PTT and pause for 2 seconds) WHISKEY ALPHA ONE ROMEO YANKEE QUEBEC, TACTICAL CALL SIGN IS BOCA CIEGA HIGH, CURRENTLY DEPLOYED, NO TRAFFIC, OVER".*

(2) *"THIS IS (release PTT and pause for 2 seconds) WHISKEY ALPHA ONE ROMEO YANKEE QUEBEC, AVAILABLE FOR DEPLOYMENT, ONE PRIORITY, OVER".*

- 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. Remain on frequency until release by net control.
- e. If you must leave the net, wait for a break in traffic, call net control, and request authorization to leave the net.
- f. Continue to monitor local news outlets for updated information.

Appendix F

F APPENDIX F – COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEETS

This section of the document contains the ICS 217A Communications Resource Availability Worksheets for Pinellas County ACS. The purpose of the ICS 217A is to identify all the amateur radio repeaters, digipeaters, and simplex frequencies accessible and available for use by Pinellas County during an activation event. It is the master list of all the resources that could potentially be used. It is not a list of the resources that will be used.

Individual worksheets have been created for each RF band and function. Each worksheet contains all the information needed to establish and maintain communications using the identified repeater, RMS gateway, or simplex frequency. The form has a frequency band and description field that is common to all the entries on the form and nine fields that uniquely describe each communication resource. Instructions for completing the form are listed in TABLE F- I.

TABLE F- I. ICS 217A Instructions	
Title	Instructions
Frequency Band	The frequency band (e.g., 80-Meters, 40-Meters, 6-meters, 2-Meters, 70 cm, VHF, UHF, 700 MHz, or 800 MHz, etc.)
Description	A description of the information entered on the worksheet (e.g., UHF Repeater Systems Accessible from Pinellas County).
Channel Configuration	A general description/purpose of the channel/resource (e.g., Repeater, Linked-Repeater, Simplex, Simplex-Mobile Only, Simplex-Base/Mobile, etc.).
Channel Name/Trunked Radio System Talk Group	The nomenclature or commonly used name for the channel or Talkgroup. When the entry identifies a repeater, the repeater call sign will be entered into this field. When the entry corresponds to a simplex frequency, the intended purpose of the frequency will be entered (e.g., PinCo ACS Plan B).

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TABLE F- I. ICS 217A Instructions	
Title	Instructions
Eligible Users	The discipline or user group to whom this channel/Talkgroup may be assigned (e.g., Amateur, General Mobile Radio Service (GMRS), Law, Fire, Federal Agency, etc.).
RX Freq N or W	The receive frequency as the mobile or portable radio would be programmed using xxx.xxxx out to four decimal places followed by a “N” designating narrowband (12.5Khz Bandwidth or less) or a “W” designating wideband emissions ⁴ .
RX Tone / NAC	The receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone, Digital Coded Squelch (DCS), Network Access Code (NAC), Radio Access Number (RAN), or Color Code (CC) for the receive frequency as the mobile or portable radio would be programmed. If no tone/code is required, the field will indicate that the radio should use Carrier Squelch (CSQ).
TX Freq N or W	The transmit frequency as the mobile or portable radio would be programmed using xxx.xxxx out to four decimal places followed by a “N” designating narrowband (12.5Khz Bandwidth or less) or a “W” designating wideband emissions.
TX Tone / NAC	The transmit CTCSS subaudible tone, DCS, NAC, RAN, or CC for the transmit frequency as the mobile or portable radio would be programmed. If no Tone/Code is required, Enter CSQ.
Mode A, D, or M	The mode of operation: “A” for analog operation, “D” for digital operation or “M” for Mixed mode operation (e.g., Analog and Fusion).
Remarks	This field can contain any additional information that might be beneficial to the ACS Leadership Team during planning activities. Examples include repeater location, modes of operation (e.g., D-Star, NXDN, P25, Fusion, DMR), Club Name, or a dedicated purpose such as PinCo ACS Traffic Net.

⁴ Analog FM amateur radio systems operating with a deviation of 5Khz are defined as wideband. Analog FM amateur radio systems operating with a deviation of 2.5Khz are defined as narrowband.

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TABLE F- II. Comms Resource Availability Worksheet – Pinellas County VHF Repeaters

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET						Frequency Band		Description	
						2-Meters 144.0000 - 148.0000		VHF Repeater Systems Accessible from Pinellas Co	
	Channel Configuration	Channel Name/Trunked Radio System Talk group	Eligible Users	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks
	Lkd Rptr - PACS ⁵	W4ACS	Amateur	145.1700W	CSQ	144.5700W	156.7	A	<i>Pinellas ACS Primary</i>
	Lkd Rptr - SCD ⁶	WD4SCD	Amateur	147.0300W	CSQ	147.6300W	100.0	A	ACS Traffic Net- St Pete
	Lkd Rptr - SCD	WD4SCD	Amateur	147.0300W	CSQ	147.6300W	103.5	A	ACS Traffic Net- North Co
	Lkd Rptr - SCD	WD4SCD	Amateur	147.0300W	CSQ	147.6300W	156.7	A	ACS Traffic Net Mid County
	Lkd Rptr - SCD	WD4SCD	Amateur	147.0300W	CSQ	147.6300W	82.5	A	ACS Traffic Net East County
	Lkd Rptr - SCD	WD4SCD	Amateur	147.0300W	CSQ	147.6300W	146.2	A	ACS Traffic Net West Co
	Lkd Rptr - SCD	WD4SCD	Amateur	147.0300W	CSQ	147.6300W	192.8	A	ACS Traffic Net S Pasadena
	Repeater	KA9RIX	Amateur	145.3900W	CSQ	144.7900W	141.3	A	St. Petersburg
	Lkd Rptr NI4CE ⁷	NI4CE	Amateur	145.4300W	CSQ	144.8300W	100.0	A	WCF ARES®: NI4CE Verna
	Repeater	KE4EMC	Amateur	146.7000W	CSQ	146.1000W	146.2	A	Dunedin
	Repeater	W4ORM	Amateur	146.8500W	CSQ	146.2500W	146.2	M	FM Analog / Fusion

⁵ The W4ACS Repeater is inked to the UHF Repeater W4ACS listed in TABLE F- IV.

⁶ The WD4SCD Repeater has a single transmitting site and six receiving sites. Each receive site is linked to the transmitting site via a UHF link.

⁷ The NI4CE Repeater is linked to the UHF Repeater NI4CE listed in TABLE F- IV.

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TABLE F- II. Comms Resource Availability Worksheet – Pinellas County VHF Repeaters

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET						Frequency Band		Description	
						2-Meters 144.0000 - 148.0000		VHF Repeater Systems Accessible from Pinellas Co	
	Channel Configuration	Channel Name/Trunked Radio System Talk group	Eligible Users	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks
	Lkd Rptr – JMH ⁸	K4JMH	Amateur	146.9700W	CSQ	146.3700W	146.2/ RAN 1	M	FM Analog / NXDN
	Repeater	WA4AKH	Amateur	147.0600W	CSQ	147.6600W	CSQ	A	SPARC NTS™ Traffic Net
	Repeater	W4AFC	Amateur	147.1200W	CSQ	147.7200W	100.0	A	Upper Pinellas Co ARC
	Repeater	WA4GDN	Amateur	146.6700W	CSQ	146.0700W	146.2	A	Inter-County TB Liaison
	Repeater	KN4GVY	Amateur	145.1100N	CSQ	144.5100N	CC 1	D	F-DARN; DMR; Dunedin

The convention calls for frequency lists to show four digits after the decimal place, followed by either an “N” or a “W”, depending on whether the frequency is narrow or wide band. Mode refers to either “A” or “D” indicating analog or digital (e.g., Project 25) or “M” indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

PACS ICS 217A Word

09/2023

⁸ The K4JMH Repeater is linked to the UHF Repeater K4JMH system listed in TABLE F- IV.

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TABLE F- III. Comms Resource Availability Worksheet – Pinellas County 6-M VHF Repeaters

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET						Frequency Band		Description	
						6-Meters 50.0000 - 54.0000		VHF Repeater Systems Accessible from Pinellas Co	
	Channel Configuration	Channel Name/Trunked Radio System Talk group	Eligible Users	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks
	Lkd Rptr - ORM9	W4ORM	Amateur	53.1500W	CSQ	52.1500W	146.2	A	FM – Pinellas Park

The convention calls for frequency lists to show four digits after the decimal place, followed by either an “N” or a “W”, depending on whether the frequency is narrow or wide band. Mode refers to either “A” or “D” indicating analog or digital (e.g., Project 25) or “M” indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

PinCo ACS ICS 217A Word

09/2023

⁹ The W4ORM 6-Meter Repeater is linked to the W4ORM UHF Repeater listed in TABLE F- IV.

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TABLE F- IV. Comms Resource Availability Worksheet – Pinellas County UHF Repeaters

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET						Frequency Band		Description	
						70 cm 420.000 – 450.000		UHF Repeater Systems Accessible from Pinellas Co	
	Channel Configuration	Channel Name/Trunked Radio System Talk group	Eligible Users	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks
	Lkd Rptr - PACS ¹⁰	W4ACS	Amateur	443.4000W	CSQ	448.4000W	156.7	A	W4ACS Pinellas ACS
	Lkd Rptr NI4CE ¹¹	NI4CE	Amateur	442.5500W	CSQ	447.5500W	100.0	A	WCF: NI4CE Riverview
	Lkd Rptr NI4CE	NI4CE	Amateur	442.8250W	CSQ	447.8250W	100.0	A	WCF: NI4CE Bartow
	Lkd Rptr NI4CE	NI4CE	Amateur	442.9500W	CSQ	447.9500W	100.0	A	WCF: NI4CE Verna
	Lkd Rptr NI4CE	NI4CE	Amateur	443.4500W	CSQ	448.4500W	100.0	A	WCF: NI4CE Holiday
	Lkd Rptr NI4CE	NI4CE	Amateur	443.9500W	CSQ	448.9500W	100.0	A	WCF: NI4CE Lake Placid
	Lkd Rptr - SAR ¹²	SAR Net – AG4UU	Amateur	442.2500W	CSQ	447.2500W	146.2	A	SAR Net Skyway Bridge
	Lkd Rptr - SAR	SAR Net	Amateur	442.8500W	CSQ	447.8500W	146.2	A	SAR Net Tampa
	Lkd Rptr - SAR	SAR Net	Amateur	444.8000W	CSQ	449.8000W	100.0	A	SAR Net Sarasota

¹⁰ The W4ACS UHF Repeater is linked to the W4ACS Repeater listed in TABLE F- II.

¹¹ NI4CE is a linked Repeater system consisting of each of the UHF Repeater documented in TABLE F- IV and the NI4CE VHF Repeater listed in TABLE F- II.

¹² The AG4UU Repeater is part of a statewide linked repeater system.

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TABLE F- IV. Comms Resource Availability Worksheet – Pinellas County UHF Repeaters

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET						Frequency Band		Description	
						70 cm 420.000 – 450.000		UHF Repeater Systems Accessible from Pinellas Co	
	Channel Configuration	Channel Name/Trunked Radio System Talk group	Eligible Users	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks
	Lkd Rptr NXDN ¹³	N4PK	Amateur	442.1500N	CSQ	447.1500N	RAN 1	D	NXDN - Seminole
	Lkd Rptr NXDN	NI4CE	Amateur	444.3125N	CSQ	449.3125N	RAN 1	D	NXDN – Verna (Manatee)
	Lkd Rptr NXDN	NI4CE	Amateur	444.4250N	CSQ	449.4250N	RAN 1	D	NXDN – Riverview (Hillsborough)
	Lkd Rptr – JMH ¹⁴	K4JMH	Amateur	442.2000W	CSQ	447.2000W	146.2/ RAN 1	M	Analog / NXDN – Clearwater
	Lkd Rptr – JMH	K4JMH	Amateur	444.1500W	CSQ	449.1500W	146.2	A	Dunedin
	Lkd Rptr – JMH	K4JMH	Amateur	444.4500W	CSQ	449.4500W	146.2/ RAN 1	M	Analog / NXDN – Tarpon Spr
	Lkd Rptr - ORM ¹⁵	W4ORM	Amateur	442.6250W	CSQ	447.6250W	146.2	M	Analog / Fusion – Seminole
	Repeater	W4AFC	Amateur	442.7000W	CSQ	447.7000W	110.9	A	Palm Harbor
	Repeater	W4RNT	Amateur	442.7250W	CSQ	447.7250W	146.2	A	Tampa
	Repeater	W4ELC	Amateur	442.8000W	CSQ	447.8000W	146.2	A	East Lake CERT
	Repeater	KJ4RUS	Amateur	442.9250W	CSQ	447.9250W	146.2	A	Largo
	Repeater	WD0DIA	Amateur	443.0500W	CSQ	448.0500W	141.3	A	Clearwater: HEART

¹³ N4PK is part of linked repeater system that includes the two NI4CE NXDN repeaters listed in TABLE F- IV.

¹⁴ K4JMH is a linked repeater system consisting of each of the UHF Repeaters documented in TABLE F- IV and the K4JMH VHF Repeater listed in TABLE F- II.

¹⁵ The W4ORM UHF Repeater is linked to the W4ORM 6-Meter listed in TABLE F- III.

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TABLE F- IV. Comms Resource Availability Worksheet – Pinellas County UHF Repeaters

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET						Frequency Band		Description	
						70 cm 420.000 – 450.000		UHF Repeater Systems Accessible from Pinellas Co	
	Channel Configuration	Channel Name/Trunked Radio System Talk group	Eligible Users	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks
	Repeater	KA9RIX	Amateur	443.4250W	CSQ	448.4250W	146.2	M	Analog FM / DSTAR – Tampa
	Repeater	W9CR	Amateur	443.5250W	CSQ	448.5250W	146.2/ NAC 293	M	Analog / P25 – Tampa
	Repeater	KJ4SHL	Amateur	443.7625N	CSQ	448.7625N	RAN 1	D	NXDN – St Petersburg
	Repeater	W4ABC	Amateur	443.9250W	CSQ	448.9250W	127.3	A	St. Petersburg
	Repeater	W4BCI	Amateur	444.2250W	CSQ	449.2250W	146.2	A	Tampa
	Repeater	W9CR	Amateur	444.3750W	CSQ	449.3750W	146.2/ NAC 293	M	Analog / P25 – St Pete
	Repeater	KA4CNP	Amateur	444.4000W	CSQ	449.4000W	192.8	A	Largo
	Repeater	WA4AKH	Amateur	444.4750W	CSQ	449.4750W	146.2	A	St Petersburg: SPARC
	Repeater	W4EFK	Amateur	444.6000W	CSQ	449.6000W	88.5	A	Tampa
	Repeater	W4RNT	Amateur	444.8125N	CSQ	449.8125N	CSQ	D	DSTAR – Tampa
	Repeater	KJ4SHL	Amateur	444.9625W	CSQ	449.9625W	CC 1	D	DMR – St Petersburg
	Repeater	KB4ABE	Amateur	444.5250W	CSQ	449.5250W	141.3	A	Rocky Point
	GMRS Repeater	WRAF954	GMRS	462.5750W	CSQ	467.7250W	DCS546/ NAC 575	M	GMRS / P25 – Tampa
	GMRS Repeater	WREM697	GMRS	462.7000W	CSQ	467.7000W	250.3	A	Tampa

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TABLE F- IV. Comms Resource Availability Worksheet – Pinellas County UHF Repeaters

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET						Frequency Band	Description		
						70 cm 420.000 – 450.000	UHF Repeater Systems Accessible from Pinellas Co		
	Channel Configuration	Channel Name/Trunked Radio System Talk group	Eligible Users	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks
	Repeater	KN4GVY	Amateur	443.9750N	CSQ	448.9750N	CC 1	D	F-DARN ¹⁶ ; DMR; St Pete
	Repeater	KN4GVY	Amateur	444.5750N	CSQ	449.5750N	CC 1	D	F-DARN; DMR; Palm Harbor
	Repeater	KN4GVY	Amateur	444.3750N	CSQ	449.3750N	CC 1	D	F-DARN; DMR; Largo
	Repeater	KN4GVY	Amateur	443.8250N	CSQ	448.8250N	CC 1	D	F-DARN; DMR; Pinellas Prk
	Repeater	KN4GVY	Amateur	444.6250N	CSQ	449.6250N	CC 1	D	F-DARN; DMR; St Pete
	Repeater	KN4GVY	Amateur	442.7000N	CSQ	447.7000N	CC 1	D	F-DARN; DMR; Countryside
	Repeater	KN4GVY	Amateur	444.3500N	CSQ	449.3500N	CC 1	D	F-DARN; DMR; Dunedin
	Repeater	KN4GVY	Amateur	443.3750N	CSQ	448.3750N	CC 1	D	F-DARN; DMR; Clearwater

The convention calls for frequency lists to show four digits after the decimal place, followed by either an “N” or a “W”, depending on whether the frequency is narrow or wide band. Mode refers to either “A” or “D” indicating analog or digital (e.g., Project 25) or “M” indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

¹⁶ F-DARN is the Florida Digital Amateur Radio Network. This system is focused on medical facilities to allow interconnectivity during emergency situations.

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TABLE F- V. F-DARN Talkgroup Designations

On-Demand Talkgroups (PTT 15) Timeslot 1			Full-Time Talkgroups Timeslot 2	
Talkgroup	Description		Talkgroup	Description
3112	Florida Statewide		2	F-DARN Rptr System
8801	FDARN TAC 1		9	Local Repeater
8802	FDARN TAC 2			
8803	FDARN TAC 3			
8804	FDARN TAC 4			
8805	FDARN TAC 5			
8806	FDARN TAC 6			
31127	Florida State ARES			

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TABLE F- VI. Comms Resource Availability Worksheet – WCF EOC Primary VHF Repeaters

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET						Frequency Band		Description	
						2-Meters 144.0000 - 148.0000		WCF EOC Primary VHF Repeater Systems	
	Channel Configuration	Channel Name/Trunked Radio System Talk group	Eligible Users	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks
	Repeater	WX4E	Amateur	146.7450W	CSQ	146.1450W	136.5	A	CHARLOTTE County EOC
	Repeater	W4MIN	Amateur	147.0750W	CSQ	147.6750W	100.0	A	DESOTO County EOC
	Repeater	N4EMH	Amateur	146.6250W	CSQ	146.0250W	127.3	A	HARDEE County EOC
	Repeater	W4HEM	Amateur	145.3300W	CSQ	144.7300W	100.0	A	HIGHLANDS County EOC
	Repeater	N4TP	Amateur	147.1050W	CSQ	147.7050W	146.2	A	HILLSBOROUGH EOC
	Repeater	K4GG	Amateur	146.8200W	CSQ	146.2200W	100.0	A	MANATEE County EOC
	Repeater	WA4GDN	Amateur	146.6700W	CSQ	146.0700W	146.2	A	PASCO County EOC
	Lkd Rptr - PACS ¹⁷	W4ACS	Amateur	145.1700W	CSQ	144.5700W	156.7	A	<i>Pinellas County EOC</i>
	Lkd Rptr PEM ¹⁸	WC4PEM	Amateur	146.9850W	CSQ	146.3850W	127.3	A	POLK County EOC
	Repeater	N4SER	Amateur	146.7300W	CSQ	146.1300W	100.0	A	SARASOTA County EOC

The convention calls for frequency lists to show four digits after the decimal place, followed by either an “N” or a “W”, depending on whether the frequency is narrow or wide band. Mode refers to either “A” or “D” indicating analog or digital (e.g., Project 25) or “M” indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

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¹⁷ The W4ACS VHF Repeater is linked to the W4ACS UHF Repeater listed in TABLE F- IV.

¹⁸ The WC4PEM VHF repeater is linked to the WC4PEM UHF Repeaters listed in TABLE F- VI.

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TABLE F- VII. Comms Resource Availability Worksheet – WCF EOC Primary UHF Repeaters

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET						Frequency Band		Description	
						70 cm 420.000 – 450.000		WCF EOC Primary UHF Repeater Systems	
	Channel Configuration	Channel Name/Trunked Radio System Talk group	Eligible Users	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks
	Repeater	WX4E	Amateur	444.9750W	CSQ	449.9750W	136.5	A	CHARLOTTE County EOC
	Lkd Rptr - PACS ¹⁹	W4ACS	Amateur	443.4000W	CSQ	448.4000W	156.7	A	<i>Pinellas County EOC</i>
	Lkd Rptr - PEM ²⁰	WC4PEM	Amateur	443.9000W	CSQ	448.9000W	127.3	A	POLK County EOC
	Lkd Rptr - PEM	WC4PEM	Amateur	444.6250W	CSQ	449.6250W	127.3	A	POLK County EOC
	Lkd Rptr - PEM	WC4PEM	Amateur	444.9500W	CSQ	449.9500W	127.3	A	POLK County EOC
	Repeater	N4SER	Amateur	442.4750W	CSQ	447.4750W	100.0	A	SARASOTA County EOC
	Repeater	WC4EM	Amateur	443.5500W	CSQ	448.5500W	100.0	A	SARASOTA County EOC

The convention calls for frequency lists to show four digits after the decimal place, followed by either an “N” or a “W”, depending on whether the frequency is narrow or wide band. Mode refers to either “A” or “D” indicating analog or digital (e.g., Project 25) or “M” indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

¹⁹ The W4ACS UHF Repeater is linked to the W4ACS VHF Repeater listed in TABLE F- II.

²⁰ WC4PEM is linked Repeater system consisting of the UHF repeaters listed in TABLE F- VI and the WC4PEM VHF Repeater listed in TABLE F- V.

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TABLE F- VIII. Comms Resource Availability Worksheet – Winlink Gateway Stations

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET						Frequency Band	Description		
						2-Meters 144.0000 - 148.0000	Winlink Gateway Stations Accessible from Pinellas Co.		
	Channel Configuration	Channel Name/Trunked Radio System Talk group	Eligible Users	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks
	1200 Packet	W4ACS-10	Amateur	145.0900W	CSQ	145.0900W	CSQ	D	Pinellas EOC – EMCOMM Group
	VARA FM Wide	W4ACS-10	Amateur	145.0900W	CSQ	145.0900W	CSQ	D	Pinellas EOC – EMCOMM Group
	1200 Packet	N4GD-10	Amateur	145.0500W	CSQ	145.0500W	CSQ	D	Central Pinellas – PUBLIC Group
	VARA FM Wide	KJ4RUS-10	Amateur	145.0700W	CSQ	145.0700W	CSQ	D	Central Pinellas – PUBLIC Group
	1200 Packet	KJ4RUS-10	Amateur	145.0700W	CSQ	145.0700W	CSQ	D	Central Pinellas – PUBLIC Group
	Winlink Digipeater	W4ACS-5	Amateur	145.0900W	CSQ	145.0900W	CSQ	D	Pinellas EOC – VARA FM Wide

The convention calls for frequency lists to show four digits after the decimal place, followed by either an “N” or a “W”, depending on whether the frequency is narrow or wide band. Mode refers to either “A” or “D” indicating analog or digital (e.g., Project 25) or “M” indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

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TABLE F- IX. Comms Resource Availability Worksheet – APRS® Digipeaters

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET						Frequency Band	Description		
						2-Meters 144.0000 - 148.0000	APRS® Digipeaters Accessible from Pinellas Co.		
	Channel Configuration	Channel Name/Trunked Radio System Talk group	Eligible Users	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks
	APRS® Digipeater	NI4CE-10 APRS®	Amateur	144.3900W	CSQ	144.3900W	CSQ	D	Verna-Manatee
	APRS® Digipeater	NI4CE-11 APRS®	Amateur	144.3900W	CSQ	144.3900W	CSQ	D	Riverview-Hillsborough
	APRS® Digipeater	NI4CE-14 APRS®	Amateur	144.3900W	CSQ	144.3900W	CSQ	D	Holiday-Pasco
	APRS® Digipeater	KK4ONE APRS®	Amateur	144.3900W	CSQ	144.3900W	CSQ	D	Rocky Point Tampa
	APRS® Digipeater	KK4EQF-12 APRS®	Amateur	144.3900W	CSQ	144.3900W	CSQ	D	Belleair

The convention calls for frequency lists to show four digits after the decimal place, followed by either an “N” or a “W”, depending on whether the frequency is narrow or wide band. Mode refers to either “A” or “D” indicating analog or digital (e.g., Project 25) or “M” indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

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TABLE F- X. Comms Resource Availability Worksheet – Pinellas County VHF Simplex

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET						Frequency Band		Description	
						2-Meters 144.0000 - 148.0000		Pinellas County VHF Simplex	
	Channel Configuration	Channel Name/Trunked Radio System Talk group	Eligible Users	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks
	Simplex Traffic	PinCo ACS PLAN A	Amateur	146.4300W	CSQ	146.4300W	CSQ	A	Pinellas Plan A / B
	Simplex Traffic	PinCo ACS PLAN B	Amateur	146.4700W	CSQ	146.4700W	CSQ	A	Pinellas Plan B South County
	Simplex Traffic	VHF NTL Call	Amateur	146.5200W	CSQ	146.5200W	CSQ	A	VHF National Calling Freq.
	Simplex Traffic	TB Simplex	Amateur	147.5500W	CSQ	147.5500W	CSQ	A	TB Area Simplex Net
	Simplex Traffic	VHF SSB Call Frq	Amateur	144.2000N	CSQ	144.2000N	CSQ	A	VHF NTL SSB Call Frq USB
	Simplex Traffic	VHF DSTAR Smplx	Amateur	145.6700N	CSQ	145.6700N	CSQ	D	DSTAR VHF Calling Freq
	Simplex Traffic	VHF Fusion Smplx	Amateur	145.5625N	CSQ	145.5625N	CSQ	D	Fusion VHF Calling Freq

The convention calls for frequency lists to show four digits after the decimal place, followed by either an “N” or a “W”, depending on whether the frequency is narrow or wide band. Mode refers to either “A” or “D” indicating analog or digital (e.g., Project 25) or “M” indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

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TABLE F- XI. Comms Resource Availability Worksheet – Pinellas County UHF Simplex

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET						Frequency Band	Description		
						70 cm 420.000 – 450.000	Pinellas County UHF Simplex.		
	Channel Configuration	Channel Name/Trunked Radio System Talk group	Eligible Users	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks
	Simplex Traffic	UHF NTL Call	Amateur	446.0000W	CSQ	446.0000W	CSQ	A	UHF National Calling Freq
	Simplex Traffic	UHF SSB Call Frq	Amateur	432.1000N	CSQ	432.1000N	CSQ	A	UHF NTL SSB Call Frq USB
	Simplex Traffic	UHF DSTAR Smplx	Amateur	445.6700N	CSQ	445.6700N	CSQ	D	DSTAR UHF Calling Freq
	Simplex Traffic	UHF Fusion Smplx	Amateur	445.5625N	CSQ	445.5625N	CSQ	D	Fusion UHF Calling Freq

The convention calls for frequency lists to show four digits after the decimal place, followed by either an “N” or a “W”, depending on whether the frequency is narrow or wide band. Mode refers to either “A” or “D” indicating analog or digital (e.g., Project 25) or “M” indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

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TABLE F- XII. Comms Resource Availability Worksheet – HF ARES®

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET						Frequency Band		Description	
						80,40, and 20-Meters		HF ARES®	
	Channel Configuration	Channel Name/Trunked Radio System Talk group	Eligible Users	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks
	Simplex Traffic	WCF ARES®	Amateur	3.9110	CSQ	3.9110	CSQ	A	Lower Sideband (LSB)
	Simplex Traffic	North FL ARES®	Amateur	3.9500	CSQ	3.9500	CSQ	A	LSB
	Simplex Traffic	South FL ARES®	Amateur	3.9400	CSQ	3.9400	CSQ	A	LSB
	Simplex Traffic	WCF ARES®	Amateur	7.2810	CSQ	7.2810	CSQ	A	LSB
	Simplex Traffic	North FL ARES®	Amateur	7.2420	CSQ	7.2420	CSQ	A	LSB
	Simplex Traffic	South FL ARES®	Amateur	7.2400	CSQ	7.2400	CSQ	A	LSB
	Simplex Traffic	Hurricane Watch	Amateur	7.2680	CSQ	7.2680	CSQ	A	LSB - Night
	Simplex Traffic	Hurricane Watch	Amateur	14.3250	CSQ	14.3250	CSQ	A	Upper Sideband - Day

The convention calls for frequency lists to show four digits after the decimal place, followed by either an “N” or a “W”, depending on whether the frequency is narrow or wide band. Mode refers to either “A” or “D” indicating analog or digital (e.g., Project 25) or “M” indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.