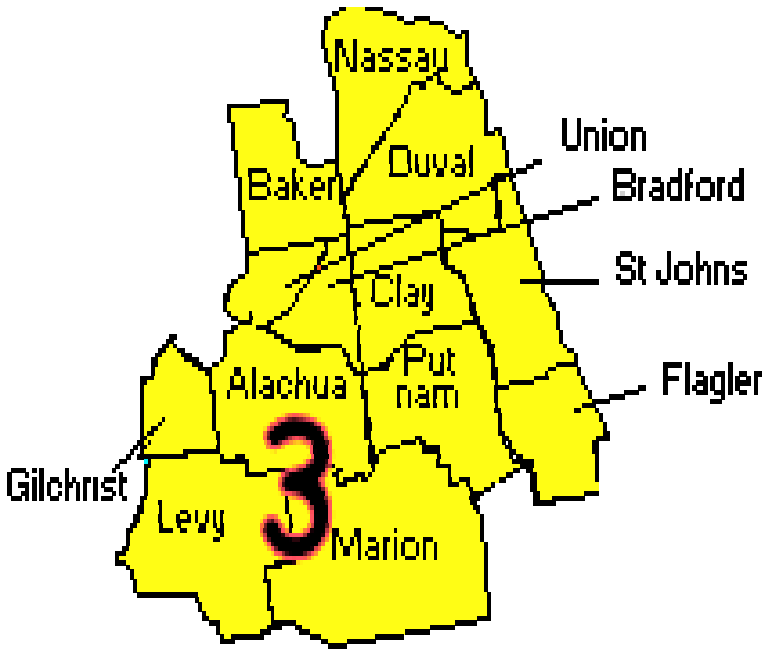
PUTNAM COUNTY FLORIDA
AMATEUR RADIO EMERGENCY COMMUNICATION VOLUNTEER



Region 3
OPERATION PLAN

TABLE OF CONTENTS

SECTION: 1

ACTIVATION

Members should stay informed about events that could require Volunteer Communications of Putnam County involvement. Our services could be called upon even though threatening weather exists in another part of the Florida peninsula.

Under these circumstances, our organization would be activated to provide shelter communications support. When activated, little time is available to discuss the situation on the net frequency. Members should monitor local news and weather reports through public radio and television broadcasts so they know what conditions prevail within Florida.

If you know of threatening weather that may cause an evacuation or emergency, here or elsewhere in Florida, please monitor the COMVOL 2 Meter Repeater or Current Operating Frequency for notification of COMVOL activation and for shelter and membership communication requirements.

Once our organization is activated, a net will immediately be opened. This is your opportunity to check-in then inform the Net Control Station operator of your availability. At some point during initial activation of our organization and before a formal net has commenced, the assigned NCS operator or staff official may not yet be in position to take control of the net.

During this transition period, the first "*regular*" member to check-in should assume the position of the NCS operator until relieved by the assigned individual.

That way an organized transition from an open repeater to a controlled net will occur. Occasionally a "*regular*" member is unable to leave their residence to accept a field assignment but is able to assist with the operation. Obviously, if everyone were in this position, we would not have enough operators to cover field assignments. To better utilize all of our operator assets, the following procedure will be used to maximize participation from those operators who are unable to accept field assignment.

Any "*regular*" member who cannot accept a field assignment, but can assist with the emergency, will be assigned "monitoring station" duty for some defined period of time. One or more local repeaters or, where capable, HF frequencies will be assigned over which a listening watch should be maintained. Individuals monitoring these

Frequencies / Repeaters shall intercept communications from other hams or organizations requesting information about the emergency then direct them to the primary COMVOL 2 Meter Repeater or Current Operating Frequency.

A secondary assignment is telephone call-up. Operators assigned this duty will be given a "zone(s)" from the membership roster. Individual members in each zone(s) should be contacted to determine their availability to serve during the operation. The results of the call-up activity shall be reported to the Coordinator of Operations.

Other than for Emergency Shelter operations, there are very few other localized emergencies that could involve our organization. Radio and telephone communications being disrupted for extended periods of time. The only means of radio communication that exists in this circumstance is the use of battery powered hand-held, portable (mobile) communications equipment.

This type of equipment already exists in the Putnam County area. Most hospitals are equipped with emergency power to keep their radio communications equipment functioning while regular electric power is out. Fortunately, earthquake activity of this type is rare to nonexistent in this part of the world but other localized weather phenomenon like hurricanes and tornadoes can cause similar communication outages.

Volunteer Communications of Putnam County, COMVOL is one organization that remains ready to reestablish communications links when called upon. A more typical implementation of our Putnam County COMVOL organization would involve tactical communication (see VHF Net Protocols). If activated, members will be asked to travel to other parts of the county; a shelter, or a command post, etc., to setup their communications station.

If a Volunteer Communications of Putnam County, COMVOL radio operator is the first person to arrive at the assigned location, try to identify the individual in charge of the operation for which your communications skills have been requested. This might be a Shelter Manager, a Battalion Fire Chief, the Putnam County Sheriff, or some other local official. Inform that individual of your availability to assist in establishing communications. From there, set up your station and report your

SECTION: 2

OPERATIONS

Assistant Communication Volunteer – Shelter Operations

Shelter Operations:

Shall be responsible for managing and coordinating the operations and staffing and of all shelter operators. He shall also schedule regular tests if possible for the purpose of maintaining operator proficiency and operational capability.

Assistant Communication Volunteer (Logistics COMVOL)

Supplies:

Coordinates with assigned shelter operators in connection with needs for each of these operators at their specific assigned locations, which are to include, but not necessarily be limited to – food, water, fuel, batteries, communications equipment, clothing and sleeping arrangements.

3. **Simplex Operations:**

4. **Operations:**

SECTION: 3

TRAINING

Drills and Training are an essential function of preparing for performance during emergencies. It is known through experience that individuals and organizations will execute a function based on training and knowledge of the emergency plan.

Participation by Putnam County COMVOL radio operators in regular Section Traffic Nets is excellent emergency training and is encouraged at every opportunity. All members of the Putnam County COMVOL radio operators group shall complete the following training within the 1st year of membership.

Red Cross combined course in Adult CPR/First Aid Basics Red Cross

Introduction to Disaster Services FEMA IS-100 (online)
Introduction to Incident Command System FEMA IS-200 (online)
ICS for Single Resource and Initial Action Incidents FEMA IS-700 (online)

Prior to any member of PC Putnam County COMVOL radio operators being permitted to deploy to other areas to provide emergency communications, he / she must have proof of completion of these courses.

This is a Putnam County, Red Cross & FEMA requirement, the Putnam County and the Red Cross could loose backup funding if any volunteers are not properly trained.

SECTION: 4

SHELTER PHASE

The Red Cross will designate shelters from the approved shelter list in conjunction with the EOC, and announce opening times. COMVOL radio operators will not normally report to shelters until the risk of landline failure becomes significant.

The Volunteer Coordinator is Responsible to:

- Mobilize shelter operators 4 hours before winds are first expected to exceed Gale-force (38 mph) in Putnam County (Use NHC Marine advisory and map to fix time.) The Coordinator for Operations will…

- Conduct mobilization net at last designated net time before mobilization time.

- Announce time due at shelters Announce net frequencies & backup frequencies(Shelter, Hospital and District)

- Announce first shelter roll-call time

- Announce hourly Shelter Census Report roll-call time Invite the Volunteer Coordinator comments

- Call roll-call of assigned operators Close the net.

- Shelter operators who don't check-in get a phone call The NCO for the

- Shelter Net normally operates from the Emergency Operations Center EOC.

These nets are held hourly at: time specified in the current working communication plan after the hour unless otherwise announced.

The NCO for Shelter Operations will: Conduct initial Shelter Net Roll Call on *Shelter Net Repeater or Current Operating Frequency*

Hourly as scheduled

- Read the Preamble (Net condition, etc.)
- Request a status report from EOC, including:
- Hurricane forecast and Evacuation orders
- Additional shelter openings, etc.

Conduct the Shelter Roll call and take Shelter Census Reports:

1. Shelter Name:
2. Number Persons Sheltered:
3. Medical Staff: Yes / No
4. Law Enforcement: Yes / No
5. Ambulance Present: Yes / No
6. Fire Truck Present: Yes / No
7. Logistics Needed: Yes / No

Shelter Reports should be sent via FLDIGI / FLMSG with the ICS-213 SHELTER REPORT TEMPLATE. If possible on the designated frequency in the ICS-205 COMMUNICATION PLAN when requested buy Net Control Operator

SECTION: 5

SHELTER OPERATIONS

Shelter operators are to use Tactical Call Signs at all times.
For all communications with all stations when operation from the shelter location.
When using FLDIGI SET Operator Call Sign to Tactical Call [See Appendix]

It is not necessary to use FCC Call in ID please refrain from doing so.

When our members are asked to assist with shelter communications, there are a number of things to be accomplished. First, prepare yourself to remain at the shelter for many hours or as long as you can (possibly up to 72 hours).

Hurricanes do not come and go quickly. If the storm does moves toward Central Florida, operators may be trapped in the shelter for some time. Make shelter arrangements for your family. It may be best to take them to the shelter with you. The Red Cross will make every effort to provide food, water, and, on a limited basis, emergency aid to those in shelters who may need it.

Amateur operators assigned to shelters should report to the Shelter Manager upon arrival. Identify yourself and your function. Some of these people will be highly skilled and very experienced, while others may not know how to use an Amateur Communicator. .

A pair of FRS radios is indispensable for this purpose. Make sure both your FRS radios have your call-sign marked clearly on them. Ensure both have fresh batteries, set both radios to the same channel and privacy code (CTCSS tone) and LOCK the controls on both. Test them in both directions. Once you are satisfied the they are working dependably, find the shelter manager, give him one radio, and ask him to keep the radio close by at all times.

Explain how the PTT button, call button and volume control work, and do a quick test transmission in both directions while you are in sight of each other. Remind the manager to give the radio back to the COMVOL radio operators on duty when the shelter closes. Carry your FRS radio with you at all times, and if you sleep, keep it turned on and close enough to wake you up.

If the station is already set up, report to the current shelter operator as well as the Shelter Manager. If the radio station has not been setup, complete that detail as soon as possible. The first priority would be to set up the 2M Station to establish essential contact with the net. Use the lowest power setting that produces reliable contact. Since you're operating in an unfamiliar environment, resist the temptation to run high power, which could possibly damage your radio due to high SWR or cause local interference into nearby equipment. If

you carry a SWR meter in your jump kit, however, you can do a check on the shelter antenna prior to transmitting.

SHELTER RADIO OPERATIONS

[NOTE}
Have Beryl write procedure to set up and operate the shelter radios to be included in this section of the manual
[NOTE INSERT INSTRUCTIONS HERE}

Red Cross Designated shelters have outdoor (permanent) antenna, its vitally important to visually inspect the antenna is still there.

If arriving to relieve another operator, ALWAYS get a briefing from that person. Find out as much as you can, before the previous operator leaves. It would be best to have much of this information in writing. Be sure you know who the current shelter manager is and how many folks are in the shelter at that time. Once you have the necessary shelter information, check into the net and inform the Net Control Station operator of the current shelter status. From that point on, try not to be out of radio contact with the NCS operator unless notifying the NCS operator of your need to be off frequency for a specified period of time. ***This is of critical importance so please cooperate fully!***

There are specific items of information the EOC, and other agencies, will need to know about each shelter. These include, but are not limited to, the number of the people housed in the shelter, the number of evacuees with special medical needs, the name of the shelter nurse, and any other information specific to the shelter you are assisting. This information will be requested periodically by various sources while shelters are open. The Shelter Manager should provide you with this information.

At times, COMVOL Shelter Radio Operators may be asked to help to perform other chores within the shelter that are not necessarily related to communications. Sometimes the Shelter Manager may not have the necessary number of volunteers to fully support the shelter operation. Our primary mission is to provide two-way radio communications support for the shelter.

Use your discretion if asked to assist the shelter manager in other areas but be sure to INFORM THE NCS OPERATOR OF ANY SUCH ACTIVITY AND ABOVE ALL, NEVER BREAK RADIO CONTACT WITH THE NCS OPERATOR UNLESS PREVIOUSLY ADVISED AND APPROVED.
.

Emergency weather bulletins, such as tornado warnings, and other announcements could be given at any time during our tour of duty and will immediately be relayed to you through the NCS operator. In many shelter situations it is necessary for the shelter radio operator to use earphones to insure successful acoustic reception of the net. Ambient noise is a major problem to communications so please understand this requirement ahead of time and prepare your equipment accordingly.

PACKING LIST FOR SHELTER OPERATORS

Required / Recommended Items

- Food, water, toiletries and medication for 48 hours
- Laptop Computer with FLDIGI/ FLMSG installed
- FRS / GMRS Radios (spare batteries)
- Writing tablet and pen
- Instruction manual for all gear you plan to use LAPTOPS, CELL PHONES, RADIOS
- Operations Manual with ICS forms
- Map of Putnam County
- Sleeping bag, pillow & cot
- Change of clothes
- Tools
- Flashlight

OPTIONAL ITEMS:

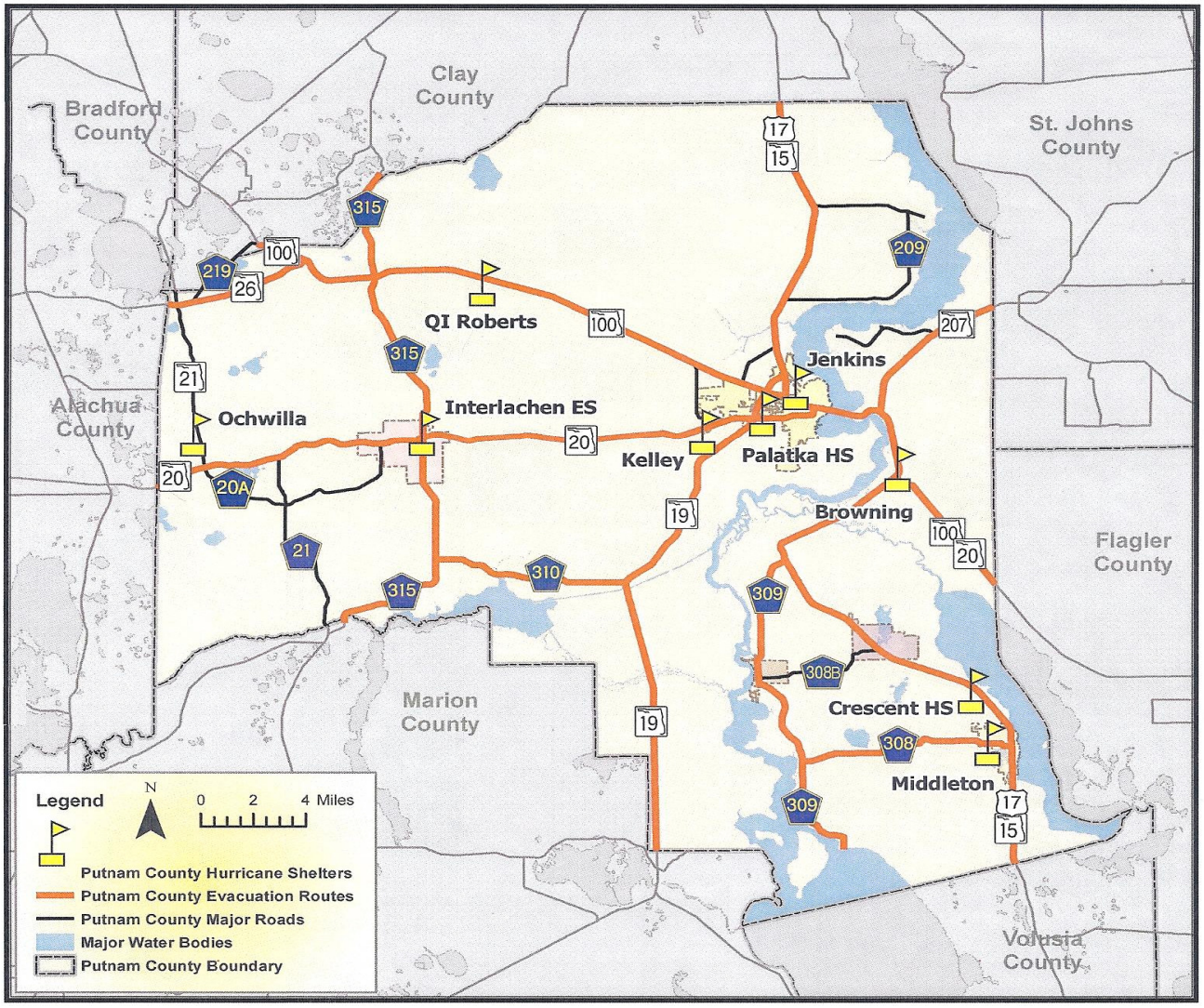
Shelters are equipped with VHF 2-Meter Radios & UHF County radios, power supplies backup generators, and installed antennas.

- Portable emergency power (Lead-Acid Battery recommended) and cables (Optional)
- 2m H/T with extra batteries (Optional)
- SWR Meter (Optional)
- Flagpole booster or J-pole antenna (Optional)
- Battery charger (Optional)
- Scanner (Optional)
- Portable 2m Transceiver (Optional)
- Change of clothes
- Headphones (Optional)
- Antenna downlead (50 ft of RG-8 Coax recommended (Optional)
- Assortment of antenna and power cable adapters (Optional)

PUTNAM COUNTY SHELTER LOCATIONS

DESIGNATED RED CROSS SHELTERS

Tactical Call	Shelter Name / Location
IES	**INTERLACHEN ELEMENTARY SCHOOL** 251 South Sate Road 315, Interlachen, FL
OES	**OCHWILLA ELEMENTARY SCHOOL** 229 North State Road 21, Hawthorne, FL
QIR	**Q.I. ROBERTS MIDDLE SCHOOL** 901 St. Road 100, Florahome 32140, FL
BPS	**BROWNING PIERCE SCHOOL** 100 Bear Blvd, San Mateo, FL
PHS	**PALATKA HIGH SCHOOL** 302 Mellon Road, Palatka, FL
JMS	**JENKINS MIDDLE SCHOOL** 1100 N. 19th Street, Palatka, FL
KSES	**KELLEY SMITH ELEMENTARY SCHOOL** 141 Kelley Smith School Road, Palatka, FL
MBES	**MIDDLETON-BURNEY ELEMENTARY SCHOOL** 1020 Huntington Road, Crescent City, FL
CCHS	**CRESCENT CITY JR/SR HIGH SCHOOL** 2201 S. Hwy 17 Crescent City, Crescent City, FL



-WEST PUTNAM-

Interlachen Elementary School
American Red Cross Shelter
251 S. State Rd. 315 Interlachen, FL

Ochwilla Elementary School
American Red Cross Shelter/ Pet Shelter
299 N. State Rd. 21 Hawthorne, FL

Q.I. Roberts Middle School
American Red Cross Shelter
901 State Road 100 Florahome, FL

-CENTRAL PUTNAM-

Browning Pearce Elementary School
American Red Cross Shelter
100 Bear Blvd. San Mateo, FL

Palatka High School
Place of Refuge
302 Mellon Rd Palatka, FL

Jenkins Middle School
Place of Refuge
1100 N.19 St. Palatka, FL

Kelley Smith Elementary School
Special Needs Shelter
1411 Kelley Smith School Rd. Palatka, FL

-SOUTH PUTNAM-

Middleton-Burney Elementary School
Place of Refuge
1020 Huntington Rd. Crescent City, FL

Crescent City Jr./Sr. High School
Place of Refuge
2201 S. Highway 17 Crescent City, FL

Putnam County, Florida
Hurricane Shelters & Evacuation Routes

Map Created by the Putnam County GIS Office with Dept of Emergency Management on May 6, 2008.

Projection of the data: NAD 1983 State Plane Florida East FIPS 0901 Feet
Created in ESRI ArcMap 9.2®

For more information -please contact the Dept. of Emergency Management
410 S.SR 19 Palatka, FL. 32177
(386) 329-0379.

Information on this map is provided for purposes of discussion and visualization only.

PUTNAM COUNTY SHELTER LOCATIONS

OTHE SHELTER OF LAST RESORT

Tactical Call	Shelter Name / Location
FBCW	**First Baptist Church of Welaka** 638 3rd Avenue Welaka, FL 32193
FBCSM	**First Baptist Church of San Mateo** 160 E. SR 100 San Mateo, FL 32187
SJBCC	**St. John the Baptist Catholic Church** 2725 Hwy 17 South Crescent City, FL 32112
PCYMCA	**Putnam County Family YMCA** 284 Union Ave Crescent City, FL 32112
WPC	**Whispering Pines Club, Inc.** 105 Ponderosa Pines Court Georgetown, FL 32139
SJUMC	**St. James United Methodist Church** 400 Reid Street Palatka, FL 32177
CMBC	**Calvary Missionary Baptist Church** 1414 Bronson Street Palatka, FL 32177
CPBC	**College Park Baptist Church** 3435 Crill Ave Palatka, FL 32177
LOM	**Lutheran Outdoor Ministries** 264 Vause Lake Road Hawthorne, FL 32640
SDAC	**Seventh Day Adventist Church** 377 CR 315 South Interlachen, FL 32148

SECTION 6

HOSPITAL OPERATIONS ACTIVATION

When our members are asked to assist with hospital communications due approaching hurricanes, drills, power / telephone outages, etc, there are a number of things to be accomplished. First, prepare yourself to remain at the hospital for many hours or as long as you can (possibly up to 72 hours).

Amateur operators assigned to hospitals should report to a member of the hospital management team upon arrival. Identify yourself and your function. The management Team is highly skilled and very experienced, but may not know how to use an Amateur Communicator.

Pair of FRS radios is indispensable for this purpose. Make sure both your FRS radios have your call sign marked clearly on them. Ensure both have fresh batteries, set both radios to the same channel and privacy code (CTCSS tone) and LOCK the controls on both. Test them in both directions. Once you are satisfied they are working dependably, find your contact person, give him one radio, and ask him to keep the radio close by at all times.

Explain how the PTT button, call button and volume control work, and do a quick test transmission in both directions while you are in sight of each other. Remind the manager to give the radio back to the COMVOL radio operator on duty when emergency operations are completed. Carry your FRS radio with you at all times, and if you sleep, keep it turned on and close enough to wake you up.

If a radio station has not been setup, complete that detail as soon as possible in your assigned area Move your equipment, battery and power cords into position. Hopefully, you've arrived as a team of two or more, so that a person can start setting up while the other person is ferrying some of the equipment in.

The first priority would be to set up a 2m station to establish essential contact with the net. Use the lowest power setting that produces reliable contact. Since you're operating in an unfamiliar environment, resist the temptation to run high power, which could possibly damage your radio due to high SWR or cause local interference into nearby equipment. If you carry a SWR meter in your jump kit, however, you can do a check on the shelter antenna prior to transmitting.

This would be a good idea, considering the possibilities that the cable may have been cut or damaged since the last time it was used, or perhaps even the antenna could be damaged from a lightning strike. In the event that your hospital does not have its own outdoor (permanent) antenna, its vitally important to carry along a mag-mount, folded dipole, J-pole, ground-plane or other suitable portable antenna in your gear bag or box.

Telephone and / or announcement on the Activation net will mobilize the Hospital operators. The NCO for the Hospital Net normally operates from the Hospital or Putnam Co. EOC.

The *Hospital NCO* will Read Preamble (Net condition, etc.)

- Announce the Status report from EOC
- Announce the latest Hurricane forecast
- Announce any new Evacuation orders
- Announce additional shelter openings, etc.
- Announce any known injures
- Conduct the Hospital Roll call + collect reports
- Record the number of ER Beds available
- Record the time relief is expected for operators on duty.
- Record the AC power status at hospital
- Record the telephone system status at hospital this plan will be adjusted as necessary to provide communications with in the hospital due to power or telephone outages.

The Hospital operator establishes time for hospital mobilization as requested by the EOC / Putnam County Hospital. Telephone and announcement on Activation net mobilize hospital operators. The NCO for the Hospital Net normally operates from the Putnam County Hospital.

These nets are normally held at: Times
Specified in Communication Plan after the hour unless otherwise announced and will permit a communications link and the relay of information to other area hospitals, the health department, county, state and federal authorities as necessary.

APPENDIX

INCIDENT COMMUNICATIONS NOTES

INFORMATION FROM J-158 RADIO OPERATORS MANUAL

The following list was compiled so all COMVOL radio operators are aware of these specific communications problems, record keeping systems, and procedural avenues to enhance smooth operations.

Communications:

1. COMVOL radio operators do not have to wait for squelch tails to stop before keying radio to respond.

2. **Acknowledge** every transmission immediately with COPY, STANDBY, etc., while finishing documenting the message. Do not leave the caller in suspense before acknowledging the call while the recorder is documenting the entire message.

3. Key the radio (1 to 2 sec.), THEN talk, otherwise the first word or more will be cut off.

4. Enunciate. Speak clearly. DO NOT mumble or shout. Use clear text
{See Clear Text Words and Phrases Application}

5. Identify the originator of the message and enough of the content of the message to let the caller know you heard and understood the message.

6. Use the standard phonetic alphabet for alpha characters, such as H-16 would be Hotel-16. This avoids confusion. Spellings over the radio should also be communicated with the standard phonetic alphabet.

7. Sign off to clear the net for other radio traffic.

1. It is extremely important to have the COMVOL radio operators monitor the radio at all times. Personnel should not have to call the COMVOL radio operators repeated times to obtain a response from the COMVOL radio operators. This becomes very disconcerting to field personnel.

2. COMVOL radio operators need to be very cognizant of names and positions of personnel in the field. Not all operations personnel remember to use their title or crew name when calling.

3. The Incident Action Plan (IAP) is an essential source of resource information for the COMVOL radio operators. It is imperative that the COMVOL radio operators know how to quickly find the location of personnel in the field. They should be familiar with drop points, divisions, helispots, POD Sites, Shelters, etc.

4. Valuable information can be obtained by close monitoring of all radio nets. Changes in location and events can be picked up through listening to conversations on the radio, (division supervisor calling the helibase to notify them of a helicopter crash).

5. It is important for COMVOL radio operators to be able to see at least some of the incident area as soon as possible. This gives them a better understanding of the lay of the land, transportation problems, particular drop point and helispot POD Sites, Shelters, etc problems.

6. No more than two radio nets should be assigned per COMVOL radio operator. Net radios need to be arranged for ease of movement from one radio operator to the other for conversations.

Third party messages:

When receiving a message, which you are to repeat to another person, you should first write it down, then repeat the message to the third party. Writing it down will help eliminate the chance of the message changing, which often happens if you try to repeat a message from memory only.

Answering a call:

- Answer the calling station, as you would initiate a call to them.
- Identify the originator of the message and enough of the content of the message to let the caller know you heard and understood the message.
- Try to avoid overuse of pleasantries.
- Always try to be patient, in particular when the person on the other end is very tense or excited.
- Offer assistance if someone seems to be having problems contacting another party.
- You may ask for assistance from someone to help you in contacting another party.
- Do not change a single word in a formal relay message – record and transmit it “as is”.
- Monitor (if possible) a message that is being relayed by another for you.
- Do not acknowledge a message if you are unsure of its contents - do not pass on unclear information.

If you need help in copying a message, use the phrase “repeat.”

PUTNAM COUNTY COMVOL RADIO OPERATOR NET PREAMBLE

CQ, CQ, CQ – This is the PUTNAM COUNTY COMVOL RADIO OPERATOR NET.

This is _____ and my name is _____
I will be the net control station for this net.
I will be using the TACTICAL NET CALL SIGN EOC {pause}

COMVOL Radio Operators Deployed will check-in with their FCC ID and Tactical Call Sign for their Deployed Location.

The purpose of this net is to Provide Support Communication to the Putnam County EOC and AMERICAN RED CROSS {pause}

This is a directed net. All stations will call the net control station before contacting another station. {pause}

When checking into the net, all stations are to speak clearly and distinctly and use ITU PHONITICS, AND CLEAR TEXT SPEACH {pause}

Please wait one second before speaking after keying your microphone to prevent drops and missed letters. {pause}

If, after checking-in, a station needs to leave the net, call net control and ask permission to check out of the net. {pause}

Is there a volunteer to act as back-up net control station? Please send you call sign. Over

Are there any stations with emergency or priority traffic? Over.

Are there any stations with formal traffic for the net? Over

Are there any announcements for the net? Over

Are there any mobile stations desiring to check in at this time? Over

Is there any further business for the net before I proceed to close? Over

PUTNAM COUNTY HOURLY SHELTER REPORT

CQ, CQ, CQ – This is the PUTNAM COUNTY HOURLY SHELTER REPORT.

This is EOC {pause} and my name is _____

Please answer and give your report with your Tactical Call Sign for Deployed Shelter Location.

The purpose of this net is to Provide Support Communication to the Putnam County EOC and AMERICAN RED CROSS {pause}

All stations are to speak clearly and distinctly and use
ITU PHONITICS, AND CLEAR TEXT SPEACH {pause}

Please wait one second before speaking after keying your microphone to prevent drops and missed letters. {pause}

Announce if Voice or Digital Please Give Your Report now.
{Begin Roll Call Now}
IES {pause}
OES {pause}
QIR {pause}
BPS {pause}
PHS {pause}
JMS {pause}
KSES {pause}
MBES {pause}
CCHS {pause}

Are there any stations with emergency or priority traffic? Over.

APPENDIX

PHONETIC ALPHABET

Use the phonetic alphabet to spell out names or parts of names, and when communicating.

A - Alpha	J - Juliet	S - Sierra
B - Bravo	K - Kilo	T - Tango
C – Charlie	L - Lima	U - Uniform
D - Delta	M - Mike	V - Victor
E - Echo	N – November	W - Whiskey
F - Foxtrot	O - Oscar	X - X-ray
G - Golf	P – Papa	Y - Yankee
H - Hotel	Q - Quebec	Z - Zulu
I - India	R - Romeo	

Dispatching names can be accomplished accurately by:

1) Pronouncing the complete name. **Jim Smith**

2) Spelling the first name, give the first letter of the name phonetically.
J - JULIETT, I - INDIA, M - MIKE **Jim**

3) Pronouncing the last name, and then spelling it phonetically.

S - SIERRA, M - MIKE, I - INDIA, T - TANGO, H- HOTEL **Smith**

4) Pronouncing the whole name again. **Jim Smith**
Proper identifiers help assure you are transmitting to the proper station.

APPENDIX

24-HOUR CLOCK

12 Hour 24 Hour Pronounce
1 AM ———— 0100 ——— Zero-one hundred
2 AM ———— 0200 ——— Zero-two hundred
3 AM ———— 0300 ——— Zero-three hundred
4 AM ———— 0400 ——— Zero-four hundred
5 AM ———— 0500 ——— Zero-five hundred
6 AM ———— 0600 ——— Zero-six hundred
7 AM ———— 0700 ——— Zero-seven hundred
8 AM ———— 0800 ——— Zero-eight hundred
9 AM ———— 0900 ——— Zero-nine hundred
10 AM ———— 1000 ——— ten hundred
11 AM ———— 1100 ——— eleven hundred
12 NOON ——— 1200 ——— twelve hundred
1 PM ———— 1300 ——— thirteen hundred
2 PM ———— 1400 ——— fourteen hundred
3 PM ———— 1500 ——— fifteen hundred
4 PM ———— 1600 ——— sixteen hundred
5 PM ———— 1700 ——— seventeen hundred
6 PM ———— 1800 ——— eighteen hundred
7 PM ———— 1900 ——— nineteen hundred
8 PM ———— 2000 ——— twenty hundred
9 PM ———— 2100 ——— twenty-one hundred
10 PM ————2200 ——— twenty-two hundred
11 PM ———— 2300 ——— twenty-three hundred
12 Midnight———2400 ——— twenty-four hundred

Notice that you add 12 to the PM time to get the first two numbers of the hour, i.e. 8 PM is twenty hundred (8 + 12 = 20).

APPENDIX

Clear Text Words and Phrases Application

AFFIRMATIVE	Yes
AVAILABLE	Used when a unit is ready for a new assignment or can return to quarters.
CALL BY PHONE	Self explanatory
CAN HANDLE	Indicates that the resources on scene of the incident are adequate.
COPY, COPIES	Used to acknowledge message received. Example: "ENGINE TWELVE, TWELVE COPIES."
DISREGARD LAST MESSAGE	Self explanatory
EMERGENCY TRAFFIC	Term used to gain control of radio frequency to report an emergency or an emergency in progress. All other users will refrain from using that frequency until cleared for normal use.
LOUD AND CLEAR	Self explanatory
NEGATIVE	No
REPEAT	Self explanatory
RESPOND,	Used during a dispatch - proceed
RESPONDING	to or proceeding to an incident.
RESUME NORMAL TRAFFIC	Opens a frequency to routine transmissions.
STANDBY	Indicates a need to wait for further information by either the sending or receiving party.
STOP TRANSMITTING	Self explanatory

UNREADABLE	Used when the signal received is not clear. In most cases, try to add the specific trouble. EXAMPLE: “UNREADABLE, BACK GROUND NOISE”.
WEATHER	Self explanatory
WHAT IS YOUR LOCATION	Self explanatory

APPENDIX

DEFINITION OF TERMS:

AEC – Assistant. Communication Volunteer

APRS – Automatic Packet Reporting System – A digital system that transmits and displays data on maps on computer screens. Highly effective as a parallel to voice circuits.

Blue Alert or **Condition Blue** – Alert status allowing COMVOL officials at their discretion to shut down operations when they complete their emergency-related duties.

CEM – County Emergency Manager or County Emergency Management.

Communications Emergency – as defined the FCC occurs when normal communications systems are disrupted in a specified area.

County – Any geographical jurisdiction assigned for COMVOL purposes, a County can be an actual Florida County, a portion of a County, or a combination of counties.

County Warning Point – A county public safety site, such as a Sheriffs dispatch office that functions 24 hours a day. It is a principal contact point for the State Warning Point.

DEC – District Emergency Coordinator, an appointee in charge of COMVOL activities in a cluster of counties comprises a District.

DEM also **FDEM** – The Florida Division of Emergency Management

Disaster – An event causing death or serious injury to humans or a major loss of property.

Distress traffic– Any traffic relating to an acute, immediate threat to human safety or property; i.e. SOS, MAYDAY, or EMERGENCY traffic.

COMVOL - Communication Volunteer

Email – Electronic messages exchanged over the Internet or local computer network.

Emergency – any situation in which human life or property is threatened. The emergency ceases when relief agencies have no further need for our services. (See "Disaster")

Emergency Net – A group of Amateurs using the same Frequency and associated side Frequency to support emergency relief measures. **"EOC**" or

APPENDIX

DEFINITION OF TERMS:

Emergency Operations Center – An emergency headquarters. **ESF** or

Emergency Support Function – Each of the 16 ESFs is a group of people in an EOC dealing with specific kinds of problem.

FDEM – Florida Division of Emergency Management (See DEM).

FEMA – Federal Emergency Management Agency

Formal traffic – Written traffic in ARRL message form. It is used when Amateur Radio operators relay information between third parties. (Not used during emergency, only after all danger has passed)

Gateway Stations – Fixed stations providing liaison between two nets.

HAZMAT – Hazardous Materials.

Informal communications" – Radio exchanges between two people not requiring verbatim relay to any third party. Classified as non-traffic; not handled on emergency nets.

Jump Team– A group of experienced Amateur volunteers selected and trained to mobilize on a very short notice to meet an emergency.

Key City – A cluster of Gateway stations within a specific geographic area providing liaison between activated emergency nets or a served agency HQ.

LGL – Local Government Liaison is an appointment by the State Government Liaison (SGL) for any specific task.

NCO – Net Control Operator.

NOAA or **National Oceanic and Atmospheric Administration** – Home agency for the National Weather Service.

No alert – same as Condition Green. Normal operations.

NTS – National Traffic System. (Not used during emergency, only after all danger has passed)

APPENDIX

DEFINITION OF TERMS:

NWS" – National Weather Service.

Orange Alert" or **Condition Orange** – COMVOL members are active at assigned duty posts – not on standby.

QNC – QNC signal for CW or digital net use meaning "All net member stations please copy." It indicates that the message to follow is of general interest.

RACES – Radio Amateur Civil Emergency Service – RACES organizations, where they exist in Florida, operate at the County level under direct control of the County Emergency Management Director.

Red Alert or **Condition Red** – Maximum level of COMVOL activation in the Northern Florida COMVOL Plan.

Secondary net – A communications channel associated with the primary emergency net used for traffic handling and other time-consuming net business.

SEOC – State Emergency Operations Center in Tallahassee.

SET – Simulated Emergency Test

SGL" – State Government Liaison is an appointment made by the Section Manager. The role is that of interface between amateur radio and all facets of state government.

SITREP – Situation Report – message-reporting status of emergency-related activities.

STM – Section Traffic Manager.

SWP – State Warning Point – Communications center at FDEM; operates 24 hours a day, everyday.

SWPAS – State Warning Point Amateur Station – An amateur station located at the State Warning Point in the State Emergency Operations Center in Tallahassee. It is activated by the SEOC Operations Officer when needed.

Tactical traffic – Spoken instructions or consultation on the air. No third party communication occurs.

Traffic – Any exchange of information between two or more Amateur Radio Stations.

Traffic Log – A list of incoming and outgoing traffic at an Amateur station.

APPENDIX

DEFINITION OF TERMS:

White Alert or **Condition White** – Notice to COMVOL members to prepare for deployment on very short notice.

APPENDIX

VHF Shelter Radio Frequency List

CH	FREQ.	RPT	PL	QTH
1	146.520	Simplex		Call Freq.
2	146.460	Simplex		COMVOL
3	147.46	Simplex		COMVOL
4	146.550/147.550	+		COMVOL Emergency Rept.
5	145.370	-	123.0	W4SA
6	146.06	+	123.0	KF4CWI -PARC
7	146.775	-	156.7	W4OBB (not on the air)
8	147.105	+		K3YAN
9	147.225	+	156.7	KI4UWC – Clay Co ARES
10	145.210	-		KX4EOC - SJC ARES
11	146.625	-		KF4MX St. Aug.
12	146.925	-	156.7	KI4UWC Clay Co ARES
13	146.760	-	127.3	W4RNG Jacksonville
14	146.400	Simplex		COMVOL Shelter Net
15	146.490	Simplex		COMVOL Shelter Net
16	147.520	Simplex		COMVOL Shelter Net

http://www.pc-ares.org

These are the Frequencies as programmed in the shelter radios members are encouraged to program their radios to match. With the corresponding channel numbers, Shelter operators do not have frequency display only channel numbers.

APPENDIX

FLDIGI & Digital communications

Putnam County is now using FLDIGI for Digital Communications

Members are encourage to setup and test Communications with FLDIGI / FLMSG with Acoustic Coupling.

Minimum equipment is required for this mode MT63-2000k with 2 meter FM. computer That is what makes it so good, all that is needed is Radio & Computer with free software installed.

Works great with acoustic coupling, so no radio computer interface is needed.

Shelter Radio will not have the ability to use hardware radio interface.

Shelters are equipped with County UHF Radios these may be operated buy NON-HAM OPERATORS. Also available is 2 Meter VHF radios with 3 element Yagi antennas installed Power supplies are available for both radios.

APPENDIX

Using FLDIGI WITH Tactical Call Sign

Configure>Operator>Callsign
Save>Close

Right Click Macro Button
Enter the following text exactly, replacing with YOUR CALL SIGN

<TX>
N7WWK {Replace This With Your Call}
<RX>

In the [Macro Button Label Box] enter FCC ID

Apply>Close

Then in Flies>Macros>Save>Macro File Name.mdf

Where Macro File Name is the name of the macro file you are using.

APPENDIX

FLMSG Hourly Shelter Report Template

Creating the Template

In FLMSG select ICS-213 Originator fill in the information as follows below.

[To] EOC [POSITION] Red Cross

[FROM] tact call [POSITION] COMVOL

[SUBJECT] Hourly Shelter Report

[DATE] [TIME]

Shelter Name: {Enter You Shelter Name}
Number Persons Sheltered:
Medical Staff: Yes / No
Law Enforcement: Yes / No
Ambulance Present: Yes / No
Fire Truck Present: Yes / No
Logistics Needed: Yes / No

[SIG] YOU'RE NAME & FCC ID [POS] COMVOL

Template>Save As> Hourly_Shelter_Report.213T

Template>Load> Hourly_Shelter_Report.213T

When filling in the template:
Be sure to use the DATE fill and TIME fill button to enter time
Then you just need to up date the subject information, changing the yes/ no and the Number Persons Sheltered

Sending Message
File>Wrap>Autosend

APPENDIX

ICS FORMS

ICS 205 / Communications Plan

Is the central location for storing information relating to the current mission's radio communications systems. The main table has fields for documenting the record's Active / Inactive status, Comms. System, Call Sign, Comms. Function, Channel ID, Channel Number, Transmit Frequency (Tx Freq.), Receive Frequency (Rx Freq.), Tone, Tone ID (TID) and Comms. System / Frequency Comments, for each selected Comms System, as well as a large field for documenting General Comments relating to the current mission.

Active radio frequencies stored in the ICS 205 / Communication Plan's Transmit Frequency (Tx) and Receive Frequency (Rx) columns are selectable from the ICS 204 Assignment Form to be the primary operating frequencies for that assignment's Call Sign. When that radio Call Sign is displayed in the ICS 309 Communications Log the selected Transmit Frequency (Tx) and its corresponding Channel ID are also displayed, from the information stored in the mission's ICS 205 Communications Plan.

Default Communications Plan

Consists of the communications equipment and radio frequencies normally used in their fixed or mobile Operations Base, and in the portable radio equipment used by the field teams. This Default Communications Plan information is pre-stored in the User Data of. Default Communications Plan form and is automatically displayed as the mission's current Communications Plan when the Planning menu's ICS 205 Communications Plan is first opened. The entries in the ICS 205 Communications Plan can then be edited, default entries removed and new entries added to meet the requirements of the current mission. This can save time when the Default Communications plan alone will be used during a small incident or when the Communications Plan has to be expanded to prepare for a large or multi-team incident.

Active

The 'Active' check-mark column permits any ICS 205 Communications Plan record to be checked as either Active or Inactive. The Default Communications Plan is automatically copied into the mission's ICS 205 Communications Plan when this plan is first opened after creating a new mission. The current Active/Inactive status of each record in the Default Communications Plan is also directly copied into the mission's ICS 205 Communications Plan. This new mission ICS 205 Communications Plan can then be edited to meet the specific requirements of the current mission.

Note: Only active ICS 205 Communications Plan records will have their Call-Signs, Transmit Frequencies and Channel ID's displayed in the ICS 309 Communications Log.

Comms. System

The Comms System field is used to describe each specific Communications System that may be used during the incident, such as 'Parks Service Main', Police Auxiliary, 'SAR System' etc.

Default Base Comms. System

The first record in the Communications Plan is a permanent default 'Base' Comms. System record, it can be edited but cannot be deleted. This record should be edited to show the specific information of the default 'Base' Comms. System normally in use.

Default Base Call Sign or Tactical Sign

The Call Sign of this first, permanent, record is used as the default "To" Call Sign for records created in the ICS 309 Communications Log. You may edit this record's " Tactical Sign " Call Sign and rename it to whatever 'Base' Call Sign name you wish to use.
This default ' Tactical Sign ‘ name will always be displayed in bold font in the ICS 309 Communication Log's Call Sign list, as well as being the default Call Sign entered in the Communication Log's "To' Call Sign column.

Call Sign or Tactical Sign

The ICS 205 Communications Plan's Call Sign field is used to describe each communication system's radio identification name, such as 'ParkHQ', 'Mobile1', 'Rescue5' etc.. Any active Call Signs entered in this Call Sign column will be automatically displayed in the ICS 309 Communications Log's Call Sign list.

Comms. Function

The Comms. Function field is used to describe the primary function of each communication system. Examples could include 'Field Team Communications', 'Support Staff Network', 'Forest Service Repeater', 'Air to Ground Comms' and so on.

Channel ID

The Channel ID field is used to describe, in plain English, the commonly recognized identity of a particular assigned Transmit Frequency. Examples of Channel ID's could include 'Parks Main', 'Tactical 1', 'Police Auxiliary.' etceteras. Any active Channel ID's entered in the Communication Log's Channel ID column will be automatically displayed, along with their associated Transmit Frequency, in the ICS 309 Communications Log, whenever that Transmit Frequency is used by an active Call Sign.

Channel Number

The Channel Number field is used to document which Channel Number, marked on each piece of communication system radio equipment, is assigned to which operating Frequency. It is important to list each radio, or group of radio's, Channel Numbers and corresponding Frequencies carefully, for many teams and agencies will probably have their radios Channel Numbers assigned to different frequencies.

Transmit Frequency (Tx Freq.)

The radio Transmit Frequency for each communications system is entered in the communication table's Transmit Frequency 'Tx Freq.' column. Active Transmit Frequencies will also be displayed in the ICS 309 Communications Log whenever a communication is recorded using that Transmit Frequency.

Receive Frequency (Rx Freq.)

The radio Receive Frequency for each communications system is entered in the communication table's Receive Frequency 'Rx Freq.' column.
Active Transmit Frequencies (Tx Freq.) and Receive Frequencies (Rx Freq.) entered in the ICS 205 Communications Plan are later selectable, for a designated Call Sign, within the ICS 204 Assignment Form. The Call Sign's Transmit Frequency and Channel ID are displayed whenever that Call Sign is selected within the ICS 309 Communications Log.

Comms. System / Frequency Comments

The communication table's Comms. System / Frequency Comments field is used to store detailed comments on each selected Communications System. These comments could include start-up instructions for each system, a rooster of replacement operators, the schedule for replacing repeater batteries, etc.

APPENDIX

ICS FORMS

ICS Form 309 Communications Log

Communications Log is filled out by the duty operators in the as well as any operator assigned to a Location or other key assignment. This form provides a fairly complete log of the radio events occurring at or affecting the assigned location. Here is a brief run down of the various blocks and their content:

1. Task # - Task number should be assigned by the Communications Team Leader.

2. Date/Time Prepared - Self Explanatory

3. Operational Period - Identify the time period that is covered by your shift.

4. Task Name: Assigned by the IC Commander and available from the command staff.

5. Station ID - This may correspond with your Tactical Call but should identify your Physical assignment. From the ICS –205 Communication Plan

6. LOG - The log consists of the Time that an event occurred,

Military time 24-hour clock Local Time or UTC Time

The military operates off a 24-hour clock, beginning at midnight (which is 0000 hours). So, 1:00 AM is 0100 hours, 2:00 AM is 0200 hours, and so-on up until 11:00 PM which is 2300 hours.

In order to maintain consistence in preparing Communication logs such as ICS –309 we use Military 24-hour clock. You would start your ICS-309 Communications Log at the beginning of your operational period with 1 of_, at what ever time you event starts.

Communications LOG			Task # 01	DATE PREPARED:04 Jun. 08 TIME PREPARED: 08:26:20
FOR OPERATIONAL PERIOD # 01				TASK NAME;; John Doe Search
RADIO OPERATOR NAME Willy B Found				STATION I.D : Command
LOG				
	Station ID			
Time	From	To	Subject	
2356	SAR 1	Command	Located a shoe print matching description of missing person's shoe. Grid Coordinate 39 deg 10.555 min North, 109 deg, 14.62 min West	
24:00	SAR -2	Command	Check, Status Grid Coordinate 39 deg 12.123 min North, 109 deg, 16.234 min West	
Page 1 of 2				ICS 309

Your log will continue, in sequential numbering for your location, a Tactical Call Sign with such as 1 of 2, 2 of 3 etc. At 24:00 your log will end, next log will start 00:00. Example 1 of 5 ending 24:00 1of 6 starting 00:00. This maintains continuous flow in the Communications log.

The station identifiers including whom called whom, and a brief synopsis of the conversation. All location
Identifiers and or grid coordinates must be entered verbatim.

Communications LOG		Task # 01	DATE PREPARED:0 Jun. 08 TIME PREPARED: 00:00
FOR OPERATIONAL PERIOD # 01			TASK NAME;; John Doe Search
RADIO OPERATOR NAME Willy B Found			STATION I.D : Command
LOG			
	Station ID		
Time	From	To	Subject
00:00	SAR-2	Command	Check, Status Grid Coordinate 39 deg 12.123 min North, 109 deg, 16.234 min West
00:15	Stage A	Command	EMS unit 3 has arrived with 2 paramedics
Page 2 of 2			ICS 309

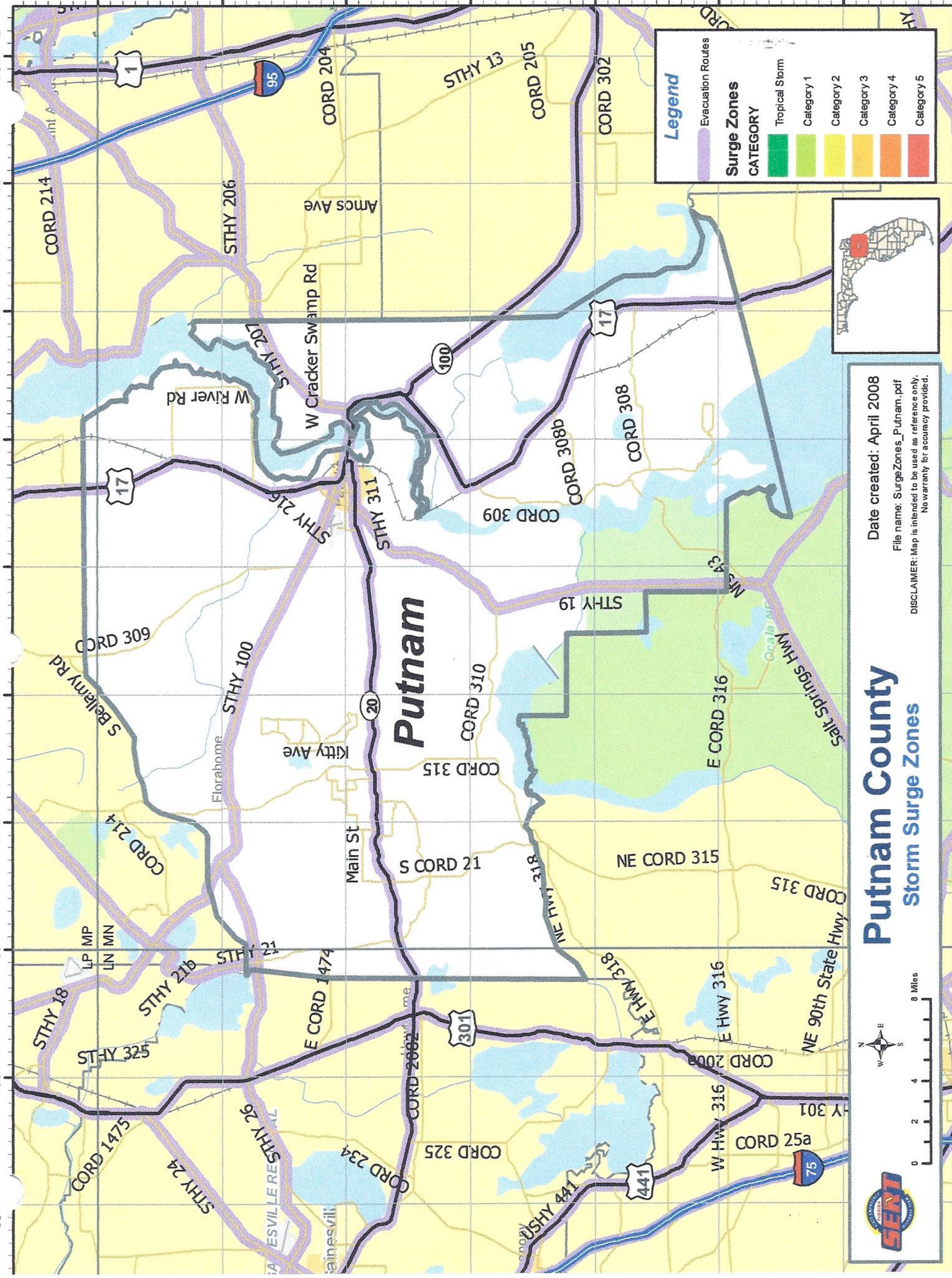
You should also report results of welfare checks to assist the overhead staff know when We last had contact with a team.

Recording this information may be important later, for documentation purpose. Loc. continuity is extremely important.

APPENDIX

Communication Volunteer Contact List

Name	Call Sign	Phone Number	Email Address
Jeff Motl	KF4SYZ	386-916-1062	kf4syz@mac.com
Robert Elder	N7WWK	352-514-6591	n7wwk1@gmail.com
Richard Coliveto	WA4RAC	386-405-1969	racolavito@gmail.com
Linda O'Byrne	KI4WQF	352-514-6023	linda.obyrne@gmail.com


Putnam County
Storm Surge Zones
Date created: April 2008
File name: SurgeZones_Putnam.pdf
DISCLAIMER: Map is intended to be used as reference only. No warranty for accuracy provided.
Legend
Evacuation Routes
Surge Zones
CATEGORY
Tropical Storm
Category 1
Category 2
Category 3
Category 4
Category 5
0 2 4 8 Miles
Putnam
STHY 100
STHY 19
STHY 311
STHY 216
STHY 207
STHY 206
STHY 13
STHY 21
STHY 21b
STHY 18
STHY 325
STHY 26
STHY 24
CORD 309
CORD 310
CORD 315
CORD 308
CORD 308b
CORD 205
CORD 204
CORD 302
CORD 214
CORD 234
CORD 325
CORD 1475
CORD 2002
CORD 200a
CORD 25a
S CORD 21
NE CORD 315
E CORD 316
E CORD 1474
E Hwy 316
W Hwy 316
NE Hwy 318
E Hwy 318
USHY 441
Main St
Kitty Ave
Amos Ave
W River Rd
W Cracker Swamp Rd
S Bellamy Rd
Salt Springs Hwy
NE 90th State Hwy
Florahome


Putnam County
Evacuation Routes
Date created: September 2007
File name: Putnam_County_EvacRoutes_USNG_Landscape.pdf
DISCLAIMER: Map is intended to be used as reference only. No warranty for accuracy provided.
Legend
Evacuation Routes
8 Miles
Putnam