

HARDEE COUNTY AMATEUR RADIO EMERGENCY SERVICE

Working together to accomplish our mission



Organization and Operations Plan

1 April 2019

I. MISSION STATEMENT

The personnel of the Hardee County Amateur Radio Emergency Services (hereafter referred to as ARES) will provide the following:

- Emergency communications for both man-made and natural disasters.
- Communications for public service events such as, but not limited to, bike rides, walk-a-thons.

II. ORGANIZATION STRUCTURE

The Emergency Coordinator (hereafter referred to as EC) will head Hardee County ARES. The EC will be appointed by the ARRL West Central Florida Section Manager, or the ARRL West Central Florida Section Emergency Coordinator (hereafter referred to as SEC), in consultation with the Hardee County Emergency Management Director or their designee.

The EC will designate a Senior Assistant Emergency Coordinator (hereafter referred to as SAEC). The SAEC will assume the duties of the Emergency Coordinator, in his absence or unavailability.

The EC may designate other Assistant Emergency Coordinators (hereafter referred to as AEC) to assist him with various components of the ARES program. The EC may appoint as many AEC's as he deems necessary. The organizational chart is included in the appendix of this plan.

Hardee County ARES personnel will be composed of amateur radio operators who have agreed to serve in Hardee County ARES, whose services have been accepted by the EC, and have registered with the ARES online database that services all the ARES organizations in the ARRL West Central Florida Section.

III. SERVED AGENCIES

The following is the primary served agency of the Hardee County ARES: Hardee County Emergency Management. Other agencies will be served on a resources available basis.

IV. HARDEE COUNTY SKYWARN

Hardee County ARES will support the National Weather Service SKYWARN operations whenever its resources will allow such support. SKYWARN is a program of National Weather Service and is not controlled by Hardee County ARES in any way. The EC may appoint an AEC to coordinate SKYWARN operations and such an appointment will be in cooperation with the National Weather Service Warning Coordinator Meteorologist or his designee.

V. HARDEE COUNTY ARES GROUP

The Hardee County ARES Group is a subsidiary and therefore controlled by Hardee County ARES EC. The Hardee County ARES Group will hold the callsign of N4EMH, or any future vanity call that is deemed to replace it. The Hardee County ARES Group will manage any communications equipment that it is given permission to manage by our served agencies on their behalf, if agreed to by the Hardee County ARES EC, or his designee. Hardee County ARES will manage any equipment that it owns. The Hardee County ARES Group will not be held responsible for any equipment that is under its management that is damaged or destroyed by man-made or natural disasters or any other circumstances beyond the control of the Hardee County ARES Group.

VI. EMERGENCY ACTIVATION TRIGGERS

Activation of Hardee County ARES will commence under any of the following criteria:

1. The request of the Hardee County Emergency Management Director or his designee.
2. The request of the West Central Florida Section Emergency Coordinator or his designee.
3. By specific direction of the Emergency Coordinator

VII. EMERGENCY ACTIVATION LEVELS

The following are the activation levels for Hardee County ARES:

- Level 1: FULL ACTIVATION:** All ARES personnel that are available are deployed to provide communications service to our primary served agency and then other served agencies as resources become available. At this level of activation, if personnel available are insufficient to provide services that are request, the EC may elect to call for mutual aid from other ARES organizations by putting in a request through the Florida SERT Track in conjunction with the approval of the SEC.
- Level 2: PARTIAL ACTIVATION:** Some but not all ARES personnel that are available for deployment are deployed to provide communications service to our primary served agency and then other served agencies as resources are available.
- Level 3: STANDBY AND STAFF ACTIVATION:** All ARES personnel are on stand by, that are available to be deployed, in case of a Level 2 or Level 1 activation. ARES personnel are to check equipment and supplies in case of Level 2 or Level 1 activation. The EC and AEC's monitor the situation that warranted the activation for future developments. Special session(s) of the Hardee County ARES Net may be required to pass information and to check the availability of ARES personnel in case a Level 2 or Level 1 activation is required.
- Level 4: NO ACTIVATION:** All ARES personnel during time of no activation are to participate in the weekly Hardee County ARES net and to attend the monthly Hardee County ARES personnel meeting as they are able to do so. Hardee County ARES personnel are to periodically check their own communications equipment for proper operation and to check their supplies to be sure they are in good order.

VIII. ARES OPERATIONS

A. Scheduled Net Operations:

Hardee County ARES will conduct a weekly information, testing, and training net. The net will be held on the 146.625 MHz N4EMH Repeater, unless another repeater or simplex frequency is designated by the EC. The net date and time will be determined by the EC.

B. Emergency Net Operation:

Hardee County ARES will hold an emergency net to support operations whenever Hardee County ARES is at a Level 2 or Level 1 activation. Net control will be administered through the Hardee County EOC, unless otherwise designated by the EC.

Hardee County ARES will hold an emergency SKYWARN net if a Severe Thunderstorm Warning or a Tornado Warning is issued by the National Weather Service Office in Ruskin, FL for any portion of Hardee County. If the AEC for SKYWARN is not available to run the net, any ARES personnel may assume the duties of net control. This net may run in standby mode or control mode, at the discretion of the net control station.

C. Emergency Net Control Modes:

The following are the net control modes for emergency operations nets:

1. Standby Mode: A net has been called by a net control but the net control is standing by to receive or coordinate any messages or traffic. The repeater or simplex frequency is open to other messages or traffic without the permission of net control, if the net control is not handling message or traffic at the moment.
2. Control Mode: A net has been called by the net control and all messages and traffic on the repeater or simplex frequency must go through net control to be handled. Any stations needing to secure from the net, need to do so with the permission of net control.

IX. OTHER PROVISIONS

This plan will be signed by the EC and the SAEC. The plan will be signed by any new EC who is appointed as EC for Hardee County ARES. Also the plan will be signed by any new SAEC who is appointed by the EC.

Copies of this plan will be made available to all served agencies, all ARES personnel in Hardee County, and to the ARRL West Central Florida SEC.

This plan is effective on this _____ day of _____ of _____.

Emergency Coordinator _____

Senior Assistant Emergency Coordinator _____

APPENDICES TABLE OF CONTENTS

Appendix A: Organizational Chart

Appendix B: Hardee County ARES Frequency Chart

**Appendix C: Memorandum of Understanding with
Polk County ARES Use of the WC4PEM Repeater System and
N4EMH Repeaters**