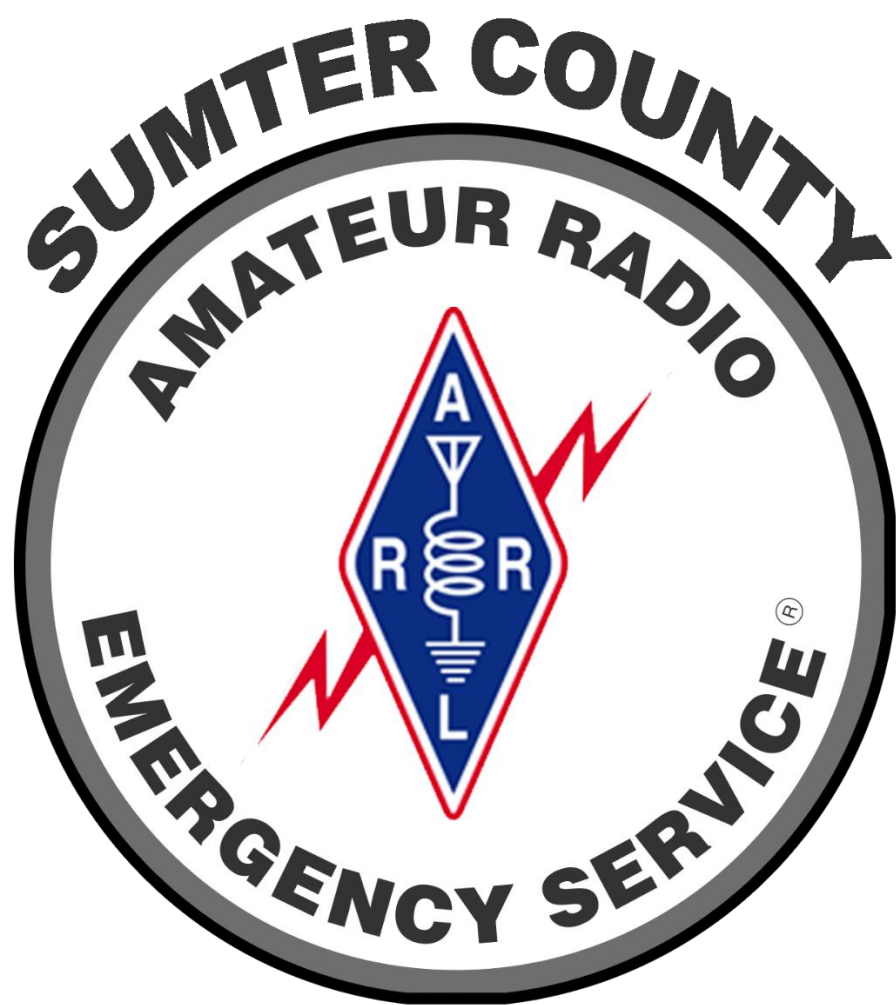




Sumter County ARES Manual

INTRODUCTION

The Sumter County ARES Manual is a collection of separate chapters, each prepared to provide information and guidance to Sumter County ARES members. A Chapter will be considered in effect when it bears the signature of the Sumter County Emergency Coordinator, and its effective date has been reached. Because members will be held accountable to comply with what is in the Manual, it is incumbent upon each member to read and understand its contents. Members should ensure that only current versions of the chapters are maintained in any copy of the Manual they may have downloaded. This Manual is made available to all members in electronic form online. Below is a list of the chapters contained in the Manual along with their current version date.

TABLE OF CONTENTS

Chapter No.	Chapter Title	Current Version Date
1	Organization	05/11/2025
2	Membership	09/24/2025
3	Rules and Regulations	07/31/2024
4	Emergency Operations	05/27/2025

Appendix No.	Appendix Title	Current Version Date
4A	Sumter County Amateur Radio Emergency Communications Plan	06/04/2023
4B	Sumter County ARES 72-Hour Extended Deployment Checklist	06/24/2024

Form No.	Form Name	Current Version Date

GLOSSARY OF TERMS

Word or Abbreviation	Meaning
NFL	ARRL Northern Florida Section
AEC	ARES Assistant Emergency Coordinator
EC	ARES Emergency Coordinator
EM	Sumter County Emergency Manager
IC	Incident Commander (Official Government Official)
AIC	Local ARES Incident Commander
SEC	ARES Section Emergency Coordinator
SM	ARES Section Manager
ARRL	American Radio Relay League
DEC	ARES District Emergency Coordinator
ARES	Amateur Radio Emergency Service
RACES	Radio Amateur Civil Emergency Service
Event	Refers to any occurrence that involves an emergency, disaster or non-emergency pre-planned event.
NCS	Net Control Station
NTS	National Traffic System
Task Book	ARES Standardized Training Plan Task Book is used to document the completion and validation of training tasks and proficiency skills
Manual	The Sumter County ARES Manual, (This Document)



1. ARRL - ARES Organizational Structure

There are four levels of ARES organization — National, Section, District, and Local.

a. National Level

National emergency coordination at ARRL Headquarters is under the supervision of the ARRL Field Services and Radiosport Manager or his/her designee, who is responsible for advising all ARES officials regarding their problems, maintaining contact with federal government and other national officials concerned with amateur emergency communications potential, and in general with carrying out the ARRL's policies regarding emergency communications. These functions are carried out through the ARRL field organization supervisor and the emergency preparedness program.

b. Section Level

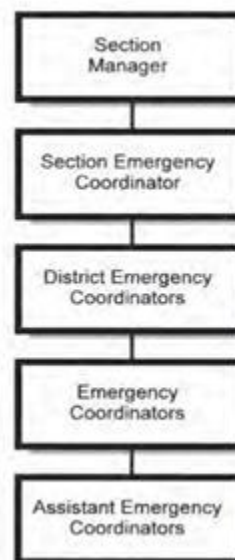
For a complete list of Section Officers and their responsibilities, visit www.arrl-nfl.org/north-florida-section-info

Section Manager

The United States is divided into sections, each having a Section Manager, Assistant Section Managers, and various support functions. The Section Manager (SM) is responsible for the overall administrative oversight of all activities of the Section. He or she is accountable for carrying out the duties of the office in accordance with ARRL policies established by the Board of Directors and shall act in the best interests of Amateur Radio. Sumter County ARES is in the North Florida Section (NFL).

Section Emergency Coordinator

The Section Emergency Coordinator (SEC) is the assistant to the Section Manager (SM) for emergency preparedness. The SEC is appointed by the SM to take care of all matters pertaining to emergency communications and the Amateur Radio Emergency Service (ARES) on a section-wide basis. The SEC post is one of top importance in the section and the individual appointed to it should devote all possible energy and effort to this one challenging organizational program for Amateur Radio. There is only one SEC appointed in each section of the ARRL Field Organization.



c. **District Level**

In the large sections, the local groups could proliferate to the point where simply keeping track of them would be more than a full-time chore, not to mention trying to coordinate them in an actual emergency. To this end, SECs have the option of grouping their Emergency Coordinators' jurisdictions into logical units or "Districts" and appointing a District EC, (DEC), to coordinate the activities of the local ECs in the district. In some cases, the districts may conform to the boundaries of governmental planning or emergency operations districts, while in others they are simply based on repeater coverage or geographical boundaries. The ARRL District Emergency Coordinator is appointed by the SEC to supervise the efforts of local Emergency Coordinators in the defined district.

Sumter County ARES does not currently fall into a District and reports directly to the Section Manager and Section Emergency Coordinator.

d. **Local Level**

The local ARES program, such as Sumter County ARES, is coordinated through the local Emergency Coordinator (EC). The ARRL Emergency Coordinator, and his or her deputy, the Assistant Emergency Coordinator (AEC), are key team players in ARES on the local scene. Working with the ARRL Section Emergency Coordinator, the local Emergency Management Office and first responders, and other civil emergency response organizations, such as CERT and RACES, the EC and AEC prepares for and engages in management of communications needs in disasters and for pre-planned, non-emergency events.

2. **Sumter County ARES**

a. Florida Non-Profit Corporation

Sumter County Amateur Radio Emergency Services, Inc. is registered with the State of Florida as a Non-Profit Corporation, with its structure, purpose and operating guidelines set forth in Bylaws adopted by the corporation's Board of Directors.

b. IRS 501(C)(3) Tax Exempt Organization

Sumter County Amateur Radio Emergency Services, Inc. is recognized as a 501(C)(3) Tax Exempt organization operating as a Public Charity.

c. Mission

The Mission of Sumter County ARES is to provide a corps of licensed and trained amateur radio operators who possess the equipment and ability to deliver effective auxiliary communications in times of disaster and for non-emergency, pre-planned events.

d. Scope of Responsibility

Sumter County ARES primarily serves all areas within Sumter County. Upon a formal request from the EC of another county, SEC, or SM, the Sumter County EC may request qualified members to respond outside of Sumter County.

e. Leadership

Sumter County ARES operates within the guidelines established at the ARRL National and Section levels. Sumter County ARES is led by its own Emergency Coordinator (EC), which is appointed by the ARRL Section Manager and Section Emergency Coordinator. The EC is a Command Staff level member responsible for providing effective leadership and overall administrative oversight of Sumter County ARES. The EC is to keep the Section Emergency Coordinator and Section Manager informed of unusual circumstances as they occur, and local activities and statistics through a monthly report. The EC is responsible to implement procedures to ensure that all local organization records are safely maintained.

The EC shall be the President of the Board of Directors of any corporation that may be formed. The EC may appoint members to General and Support Staff level positions as needed for the effective operation of the organization.

The EC may appoint an Assistant Emergency Coordinator (AEC), who is also a Command Staff level member. The AEC assists the EC as requested or needed. In the absence of the EC, the AEC assumes all responsibilities of the EC.

f. Funding

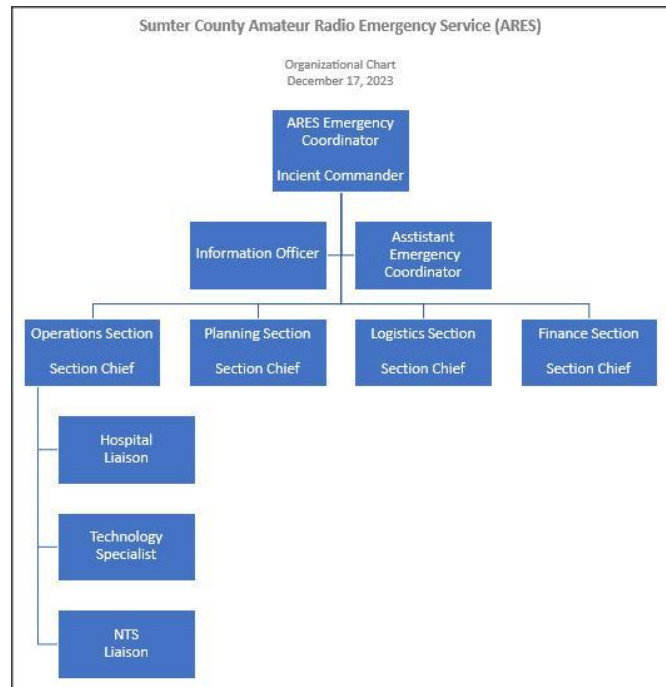
Sumter County ARES operates as a Non-Profit organization. Acquisition of funds, services, supplies, equipment, and the like are intended for the exclusive use of the organization and may not inure to the benefit of any individual member or corporate officer of this organization. Funding for this organization is achieved solely through:

- Donations of money, services, supplies, and equipment from members of this organization, private individuals and businesses, governmental entities, foundations, and other charitable organizations.
- Fund-raising events.
- Grants.
- Membership fees if collected.

3. Sumter County ARES Organizational Structure

a. Command Staff Level

Sumter County ARES adopts the national Incident Command System (ICS) for its own organizational structure.



The EC appoints members within the organization to perform the responsibilities of Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance Section Chief. Section Chiefs are General Staff level positions in the organization. Each Section Chief may appoint a deputy to perform his or her section responsibilities when the Chief is unavailable.

Unless extenuating circumstances otherwise prevent, all Command and General Staff level members are expected to participate in

all Sumter County ARES Nets, General Membership Meetings, and Staff Meetings.

Appointments to any staff-level position are voluntary. A member may resign from any of these positions without affecting his or her membership in the organization. These positions may be modified as needed by the EC.

i. Planning Section Chief

The Planning Section Chief is a General Staff level member responsible for organizing and planning events in which Sumter ARES will participate. The Planning Section Chief must: (a) Possess superior organizational skills; (b) Have an above average knowledge of the Incident Command System and the use of relevant ICS forms; and (c) Solicit participation of members to staff events and prepare schedules. The Planning Section Chief works closely with the EC, and other Section Chiefs as appropriate, in developing written contingency plans for disasters and other emergencies.

The Planning Section Chief likewise prepares plans for pre-planned, non-emergency events. Throughout the development process, the Planning Section Chief will keep the EC, and other Section Chiefs, informed as appropriate. All

written plans and proposals prepared by the Planning Section Chief will be presented to the EC for final approval.

ii. Logistics Section Chief

The Logistics Section Chief is a General Staff level member responsible for carrying out or coordinating the logistics of all Sumter County ARES operations.

Pre-Event: This member's duties begin before any event by working closely with the EC and other Section Chiefs to prepare in advance for logistical needs. The Planning Section Chief and Logistics Section Chief will jointly determine what logistical considerations they need to prepare for in advance, i.e., transportation, meals, housing, equipment, radios, generators, fuel, batteries, antennas, etc. Although it is the Planning Section Chief's responsibility to identify these logistical needs in advance, the Logistic Section Chief procures and physically sees to it that all equipment, supplies, and other logistical needs are in place for the event.

Depending on the event, the Logistics Section Chief may need to physically set up tents, chairs, banners, signs, radio equipment, antennas, generators, etc. The Logistics Section Chief should seek assistance from his or her deputy and other members when needed.

During-Event: The Logistics Section Chief's duties continue throughout the event. Among other duties, this member may need to issue equipment, replenish supplies, refuel generators and vehicles, repair or replace faulty equipment, and arrange for transportation and meals. To help prevent loss and aid in accountability, the Logistic Section Chief will keep records of what equipment/supplies were issued to whom or set up where. These records will also be used if reimbursement is sought through FEMA for certain types of events. During an event, the Logistics Section Chief must stay in constant communication with the Sumter County ARES Incident Commander (AIC).

Post-Event: The Logistics Section Chief's duties do not end when the event ends. This member will ensure that all equipment and supplies are disassembled, collected, cleaned, and returned to their owner or proper storage location. To help ensure that all equipment and supplies are collected or accounted for, the Logistics Section Chief may need to refer to the records he/she prepared upon issuance. The Logistics Section Chief will forward receipts and any other paperwork related to the event to the Emergency Coordinator.

iii. Operations Section Chief

The Operations Section Chief is a General Staff level member responsible for carrying out directions from the ARES Incident Commander (AIC) during an emergency or non-emergency pre-planned event. The Operations Section Chief must be able to follow directions and carry them out accurately. The

Operations Section Chief must be an effective leader who possesses the personal attributes needed to motivate others. The Operations Section Chief should employ assistance as needed from within or outside the organization to help carry out the directives.

iv. Finance Section Chief

The Finance Section Chief is a General Staff level member responsible for managing all fiscal matters of Sumter County ARES related to an emergency or non-emergency pre-planned event. Additionally, this member is responsible for maintaining an accurate list of Sumter County ARES equipment and supplies. This function is independent of the organization's Treasurer duties. The Finance Section Chief may or may not be the organization's Treasurer.

b. **Support Staff Level**

The Emergency Coordinator may also appoint members to perform key support functions that are important to effectively carry out the mission of the organization.

i. Technology Specialist

The Technology Specialist is a Support Staff level member responsible for providing information and guidance to members related to technology. This Specialist reports directly to the Operations Section Chief. This member: (a) Must have an above average understanding of radio electronics, how they work, their capabilities and limitations, and how they can be used most effectively for emergency communications; (b) Make recommendations regarding radio and information technology equipment to staff; and (c) Will respond to questions from members regarding radio and information technology and assist members when able.

ii. Hospital Liaison

The Hospital Liaison is a Support Staff level member responsible for coordinating ARES operations at the served medical facilities. This member reports directly to the Operations Section Chief. The Hospital Liaison: (a) Establishes and maintains a good relationship with the medical facilities Sumter County ARES serves; (b) Keeps accurate inventory records of ARES equipment located at each served medical facility; (c) Conducts periodic inspections of said equipment, keeping it in a state of readiness; and (d) Coordinates the procurement and installation of new equipment as needed.

iii. NTS Liaison

The National Traffic System (NTS) Liaison is a Support Staff level member who remains available to assist ARES and non-ARES members in getting formal traffic entered into the National Traffic System to be ultimately delivered to its intended destination. The NTS Liaison reports directly to the Operations Section

Chief. Unless extenuating circumstances otherwise prevent, the NTS Liaison should attend all regularly scheduled Sumter County ARES radio nets to receive any formal traffic anyone on the net may have.

iv. Evaluator

The EC may appoint a member to evaluate the proficiency of members performing certain tasks listed in the ARES Emergency Communicator Individual Task Book. The EC may perform the evaluations himself or herself. The Evaluator must be proficient in the task being evaluated. The Evaluator must also be at a Level that is the same or higher than the Level at which the task is being evaluated. For example, a task in Level-2 can be evaluated by a Level-2 or Level-3 Evaluator. The Evaluator has the authority to sign off on tasks in the Task Book of other members.

v. Webmaster

The EC will appoint a member (or non-member) to maintain the www.sumterares.org website. The Webmaster will provide the organization's Secretary with current login credentials to ensure continuity of the site. The Webmaster will ensure that all information is current and update it as needed.

4. Incident Command

a. ARES Incident Commander (AIC)

During an emergency or other event for which the Sumter County Emergency Operations Center (EOC) has been activated at any level, the EC or designee assumes the role of ARES Incident Commander (AIC) of local ARES operations and coordinates such with other organizations as needed. The AIC is to not be confused with the event's Incident Commander (IC) or Emergency Manager (EM) for the County.

Note: Consistent with the National Incident Management System (NIMS) and Incident Command System (ICS), the event's IC will typically be a person within the local public safety organization or office of emergency management who has the authority to direct all activities related to the emergency or event at hand.

When the EOC has been activated, the primary responsibility of the AIC is to ensure that all critical posts and/or assignments that are defined in the Emergency Operations Plan are adequately staffed and operating effectively.

During pre-planned events for which the EOC has not been activated, the EC will assume the role of AIC for local ARES operations or assign the responsibility to a qualified member. Using the written plans prepared by the Planning Section Chief as a guide, the AIC is authorized to direct all ARES activities during the event. The AIC works closely with the Operations Section Chief who is tasked with carrying out directives from the AIC. The AIC may assign tasks to other members as needed. The AIC will coordinate with an Incident Commander (IC) that may have been named for the event at hand.

The AIC will collaborate with all Section Chiefs to prepare an After-Action Report and any ICS forms that may be required by the nature of the event.

5. Sumter County ARES Manual

- a. The EC, or designee, will prepare a series of documents, referred to as “Chapters”, and organize them into a Manual that is made available to every member of Sumter County ARES in written or electronic form. A Chapter will be considered in effect when it bears the signature of the EC and its effective date has been reached. Because members will be held accountable to comply with what is in the Manual, it is incumbent upon each member to read and understand its contents. Members should ensure that only current versions of the chapters are maintained in their Manual. The Manual will be reviewed periodically and updated as necessary. Although not intended to be all inclusive, the purpose of the Manual is to:
 - State the organization’s Mission and define its structure.
 - Define the official functions within the organization.
 - Describe the membership process.
 - Establish rules and regulations.
 - Describe the training process and the ARES Emergency Communicator Individual Task Book.
 - Establish routine scheduled Radio Nets and General Membership Meetings.
 - Define Alert Levels and the procedures to follow at each Level.
 - Detail the Emergency Operations Plan for Sumter County ARES
- b. The Manual will be organized in the following fashion:
 - i. Introduction
 - ii. Table of Contents that lists each Chapter, Form and Appendix and the date of the current version for each.
 - iii. Glossary
 - iv. Chapters in chronological order by Chapter Number.
 - v. Appendix
 - vi. Forms

REVISIONS OF THIS CHAPTER

- Version 07/31/2024 was replaced by version 10/16/2025.
- Version 07/31/2024 was replaced by version 05/11/2025: Section Chiefs are General Staff level positions to better conform with ICS.
- Version 05/29/2024 was replaced by version 07/31/2024: Inserted corporation and 501(C)(3) information. Renamed Task Book to align with changes made by ARRL.
- Version 06/04/2023 was replaced by version 07/05/2023: References to the Officer-In-Charge (OIC) was replaced with ARES Incident Commander (AIC).
The Evaluator function was amended.



Mark Newby, KX4LEO
Emergency Coordinator
Sumter County ARES



SUMTER COUNTY
serving our communities

Membership

Chapter: 2

Version Date: 09/24/2025

Effective Date: 09/24/2025

Every Sumter County ARES member is an ambassador for the ARRL – ARES program. Members should take advantage of any opportunity to promote the program and recruit new members. This chapter will describe the minimum requirements and application process for membership into Sumter County ARES.

6. Minimum Requirements

- Hold a Technician or higher amateur radio license issued by the Federal Communications Commission.
- Have an operable amateur radio station, (Hand-Held, Mobile, or Base Transceiver)
- Be a full-time or part-time resident of Sumter County or adjacent County.
- Have a sincere desire to provide volunteer public service to the communities in Sumter County. Depending on the member's physical abilities, he or she may volunteer from home, office or in a field assignment.
- Have the physical ability to effectively communicate by voice over a 2-way radio. For those with hearing or speech limitations, the ability to communicate by alternative methods, i.e., CW, Packet, Digital, WinLink, PSK31, etc.
- Ability to check into at least one (1) ARES VHF Net per calendar quarter or attend at least one (1) ARES Membership Meeting per calendar quarter, (online or in person).
- Lastly, and perhaps most importantly, have the ability to work well with others, and to receive and effectively carry out instructions.

7. Application Process

- a. Individuals who meet the above-listed minimum requirements are encouraged to apply. For those who have access to the internet, a computer and printer, they should be directed to the Sumter County ARES website, www.sumterares.org. From there they can navigate to the Membership page and follow the steps listed. For individuals who do not have access to the internet, they should be directed to the Information Officer or Emergency Coordinator who will arrange for the paperwork to be forwarded to them. Regardless of the method, the prospective member should receive:

- A letter that instructs the person on the application process
- A copy of the ARRL - ARES Manual or an internet link thereto.
- ARES Registration Form
- ARES Emergency Communicator Individual Task Book, (Formerly the ARES Standardized Training Plan Task Book)

- b. The prospective member should read and understand the ARRL – ARES Manual. The ARES Registration Form can be found at www.sumerares.org/membership. The individual should complete the ARES Registration Form and forward it to the Sumter County ARES Emergency Coordinator (EC) for processing.
- c. Once the EC receives the registration form, the EC will then arrange for an interview with the applicant. This interview can be in person, over the telephone, or on-line. This is an opportunity for both the applicant and the EC to introduce themselves to each other and to answer any questions.
- d. If the applicant is accepted, he or she will be added to the membership roster as an “Intern Member”. The Intern Member will have six (6) months from the acceptance date to provide the EC with the Level-1 (Basic) portion of the ARES Emergency Communicator Individual Task Book that shows completion of the required “R” elements in Level-1, to include proof of completion of the minimum required training of [IS-100](#), [IS-700](#) and the ARRL/ARES [Basic EmComm Course](#).
- e. Once the Intern Member has submitted his or her completed Level-1 portion of the Task Book, the EC will return the validated Task Book, along with a certificate of membership, and Sumter County ARES identification card to the new member, and change the individual’s status to “Member” on the membership roster.

8. Member Records

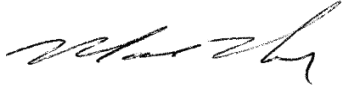
The EC will maintain up-to-date records of all Sumter County ARES members by manual or electronic means. Members must keep the EC informed of any changes in their mailing address, telephone numbers, email address, residency status, completed training, and amateur radio license. The EC will keep ARRL Section leadership informed of membership information.

9. Separation from Membership

- a. Voluntary Separation
A member who self-recognizes that he or she can no longer meet the obligations of membership should inform the EC in writing or by email of the member’s intention to resign. The EC will document the resignation in the membership records.
- b. Involuntary Removal
A member who is unwilling or no longer able to meet membership standards may be removed from membership by a majority vote of the Board of Directors if it is deemed that separation is in the best interest of the subject member and the Sumter County ARES organization.
- c. The member is to return his or her Sumter County ARES identification card to the EC upon separation for any reason, in addition to any equipment or supplies that are the property of Sumter County ARES or that which was entrusted to that member.

Document Evolution

- This version replaces version 07/31/2024. It codifies the requirement to complete minimum required training within six months of initial acceptance as an “Intern Member”.
- This version replaces Version 05/09/2024.
- Changes references to the Training Plan Task Book to ARES Emergency Communicator Individual Task Book, which aligns with updates made by the ARRL.
- Changed level titles from Level-1 to “Basic Level, Level-2 to “Intermediate Level”, and Level-3 to “Advanced Level”.



Mark Newby, KX4LEO
Emergency Coordinator
Sumter County ARES



SUMTER COUNTY
serving our communities

Rules and Regulations

Chapter: 3

Version Date: 07/31/2024

Effective Date: 08/01/2024

We recognize that there are limitations on what can be expected of volunteers, however, because of the critical nature of our mission, it is important that each member understands what will be expected of him or her as a Sumter County ARES member. Members who are unable or unwilling to follow these rules and regulations may be administratively released from Sumter County ARES by the EC.

10. Contact Information

Each member will keep the EC informed of the member's current mailing address, telephone number and email address.

11. Amateur Radio License

An individual must possess a valid Technician Amateur Radio Class License or greater to be a member of Sumter County ARES. Each member must keep his or her amateur radio license current. Members who let their license expire and do not renew will be administratively released from Sumter County ARES.

12. Amateur Radio Station

With exceptions made for temporary malfunctioning equipment, members must have an operable amateur radio station, (hand-held, mobile, or base transceiver).

13. Effective Communications

With exceptions made for members with hearing or speech limitations who are able to communicate by alternative methods, (i.e., CW, packet, digital, Winlink, PSK31, etc.), an individual must have the physical ability to effectively communicate by voice over a two-way radio to be a member of Sumter County ARES.

14. Residency

Members must maintain full-time or part-time residency in Sumter County or an adjacent county. Part-time residents are to keep the EC informed as to when they will be leaving and returning.

15. Decorum

Members shall always maintain a professional decorum when participating in any Sumter County ARES event. Professional decorum extends to your punctuality, attitude, behavior, your attire, personal grooming habits, and speech. The personal ability to get along with others and work as a team is paramount. Unlawful activity, gossip, knowingly spreading false information, behavior which is insulting or offensive to others, or conduct that can diminish the reputation, cohesiveness or effectiveness of the organization may subject the member to being administratively released from Sumter County ARES.

16. Participation

Participation by our members is the key to a successful organization. Absent a physical or travel limitation or other extenuating circumstance that would prevent it, members are expected to participate in scheduled Sumter County ARES radio Nets, exercises, meetings, training events, and field assignments. For members with physical or travel limitations, many of these activities can be performed from your home or office on-line or by using your amateur radio equipment. Further participation standards are defined elsewhere in this Chapter.

To help ensure that our members remain engaged and informed, effective April 1, 2024, all members will be expected to check into at least one (1) Sumter County ARES VHF Net each calendar quarter or participate in at least one Sumter County ARES membership meeting each calendar quarter. Members having difficulty meeting this should contact the Emergency Coordinator.

17. Carrying Out Instructions

Because of the critical nature of our mission, it is paramount that members promptly carry out instructions correctly. These instructions may come from the EC or an authorized person from a served agency. If there is a question about the instruction you were given, ask for clarification from that person or promptly contact the EC. If you find yourself unable to carry out an instruction, seek assistance from someone who can.

18. Care of Equipment and Supplies

Members shall take reasonable care of equipment and supplies that are the property of Sumter County ARES, or that which has been entrusted into a member's care.

19. Punctuality and Absence

Because of the importance of our mission, the dependability and punctuality of our members is critical. Members will report in or arrive at their assigned post on time as scheduled. If extenuating circumstances otherwise prevent reporting or arrival, notify the ARES Incident Commander or EC as soon as possible and make your own arrangements for your replacement.

20. Correspondences and Representation

The following must be approved in advance by the EC:

- Official correspondence regarding Sumter County ARES.
- Attendance at meetings and other events in which he or she is representing Sumter County ARES.
- Written event or emergency plans before they are implemented.
- Use of the Sumter County ARES logo in any altered form.

21. ARES Emergency Communicator Individual Task Book

There are currently three levels in the ARES Emergency Communicator Individual Task Book, (formerly known as the Training Plan Task Book): Basic Level (Level-1); Intermediate Level (Level-2); and Advanced Level (Level-3). In each Level, there are tasks that are broken down into three categories: Education, Participation, and Proficiency/Skill. For each task there is a designation whether the task is Required (R), Optional (O), or Encouraged (E).

As part of your application process to Sumter County ARES, you furnished the EC with your ARES Emergency Communicator Individual Task Book. You indicated in the Basic Level section of the Task Book that you met the tasks marked as “R” (required). The EC validated those tasks in Basic Level and returned the Task Book to you. You are to keep a printed copy of the Task Book in a binder OR maintain a digital copy on your computer.

There is currently NO requirement to continue past the Basic Level in the Task Book. However, you are encouraged to continue training and progress to the next Level. Local ARES leadership will use the Task Book as a guide for local training sessions. When you accomplish a new task, record the date it was completed next to the task. You should retain some form of proof of completion as it may be called upon to verify completion.

For tasks listed in the Proficiency / Skill section, you must demonstrate proficiency before an Evaluator, which is normally the Emergency Coordinator (EC) or his designee. If you demonstrate your proficiency in a task before the Evaluator, he or she will then sign off on that particular task. You do not need to return your Task Book every time you complete a new task. You only need to return it to the EC for validation when you have all “R” Required tasks in the next higher Level completed.

22. Apparel

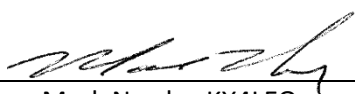
There is currently no requirement for members to purchase a prescribed uniform or particular apparel. If a member chooses to do so, the uniform is to conform to the following illustrations.

	The official Sumter County ARES shirt is a solid black, pullover polo-type shirt with collar. If an undershirt is visible, it must be black. The shirt, lettering and logo must conform to the illustration here. Contact the EC for vendor information. Staff-level members may choose to include their position title underneath their name and call sign. Contact the EC or Information Officer for vendor information.
	Members may wear the Sumter County ARES shirt with any long or short pants providing they present an appropriate professional image. A pair of khaki long pants, with black belt and black footwear with black socks is preferred. Remember.... Sumter County ARES is a professional organization, and our appearance should always reflect so.
	Sumter ARES provides high-visibility vests that meet current ANSI standards. Members will be issued and required to wear these vests when performing certain assignments for their safety and to easily identify them as official ARES personnel. For easy identification, members will place their Sumter County ARES identification card in the see-thru left breast pocket. You may need to trim the left or right edge of the laminated card to fit it in the pocket. Although Sumter ARES does provide these vests during assignments at no cost to members, you may choose to purchase and wear your own, providing it meets the specifications in the illustration. Contact the EC for vendor information.

	ARRL - ARES requires the lettering on the back of worn vests to read "AMATEUR RADIO EMERGENCY COMMUNICATIONS" as shown in the illustration. Although Sumter ARES does provide these vests during assignments at no cost to members, you may choose to purchase and wear your own, providing it meets the specifications in the illustration. If you choose to purchase your own vest, contact the EC for vendor information.
---	---

Document Evolution

- This version replaces Version 05/09/2024.
- Changes references to the Training Plan Task Book to ARES Emergency Communicator Individual Task Book, which aligns with updates made by the ARRL.
- Changed level titles from Level-1 to “Basic Level, Level-2 to “Intermediate Level”, and Level-3 to “Advanced Level”.


 Mark Newby, KX4LEO
 Emergency Coordinator
 Sumter County ARES



SUMTER COUNTY
serving our communities

Emergency Operations

Chapter: 4

Version Date: 05/27/2025

Effective Date: 05/27/2025

It is critical for public safety and continuity of emergency services that comprehensive plans be prepared, tested, and in place prior to any emergency or disaster. To that end, using the ARES Field Resources Manual as a guide, Sumter County ARES, (SCARES), publishes this written emergency operations plan. This plan extends only to Sumter County ARES members and is not intended to direct the actions of any other individual or organization. All Sumter County ARES members must have a thorough understanding of this Chapter and the ARES Field Resource Manual.

23. Amateur Radio Support in Sumter County

- a. Amateur radio operators across Sumter County stand ready to volunteer themselves and their equipment to provide emergency communication service in times of disaster. Sumter County ARES has organized a number of these operators into a corps of trained volunteers ready to respond when called upon by their served agency(s).
- b. The Community Emergency Response Team (CERT) of the Villages also has amateur radio operators who provide emergency and non-emergency communication services within that organization.
- c. And lastly, but certainly not least, are individuals who have been vetted and approved as registered volunteers of the County to provide amateur radio emergency communications for the Sumter County Office of Emergency Management under a title of "Sumter County RACES". During an incident in which the Sumter County Emergency Operations Center (EOC) is activated, the Emergency Manager (EM) relies on this corps of volunteers as the lead group to provide amateur radio communications in and out of the EOC when amateur radio is the desired or necessary alternative form of communications.

The FCC rules define RACES (Radio Amateur Civil Emergency Service) as "A radio service using amateur stations for civil defense communications during periods of local, regional or national civil emergencies." The Sumter County Emergency Manager (EM) may authorize these volunteers to operate under the RACES radio service for the purpose of official government emergency communications but only under the specific conditions of 47 CFR 97.407 and 97.111(a)(4). Although RACES, as described in the forementioned regulations, is a condition under which authorized amateur stations may operate and not an entity or organization, this Chapter will refer to this corps of Sumter County volunteers as, "Sumter County RACES".

24. Alert and Activation Levels

Activation levels are used to communicate the status of the Northern FL Section ARES team at the Section level, as well as Sumter County ARES at the local level. Sumter ARES members should be familiar with the activation levels and be prepared to activate should the need arise.

When a disaster threatens or strikes Sumter County, Florida, the Sumter County ARES Emergency Coordinator (EC) or Assistant Emergency Coordinator (AEC) will declare the appropriate activation level locally and communicate the same to the Northern Florida Section Emergency Coordinator and Section Manager. The NFL Section Emergency Coordinator (SEC), in collaboration with Section Manager (SM), may then declare any of three levels of alert for the Northern Florida Section, which of course includes Sumter County. These alert levels are not intended to direct the actions of any person or group outside of the ARES organization.

No Alert Not Active	No Alert means that no state of alert or emergency exists for Sumter County ARES. When a disaster strikes or threatens any Northern Florida county, affected ECs and DECs may declare any of the following four levels of alert of their local organization.
Level 3 Monitoring	Level 3 – Monitoring will serve to notify Sumter County ARES members that their services may be needed on short notice any time in the next 48-72 hours. When the Sumter County ARES EC or AEC declares a Level-3 activation, its members are to monitor conditions on their own and remain available to receive further information through any of the following methods: • Monitor the Logistics repeater listed in Appendix-4A of this Manual. • If radio reception is not available, monitor the Alerts and Activations page on the www.sumterares.org/alert website and frequently check your email for official messages from the EC or AEC. • If neither the radio nor the internet is available, remain close to your mobile or landline telephone. For Alert Level-3, there is no requirement for SCARES members to officially check in with the EC or AEC; however, they may be a good source of information. Although a Directed Net is permissible, a Net operating during Level-3 is normally running ad hoc, (not a directed Net). Sumter ARES members will remain on the Logistics repeater, until otherwise directed by the EC or AEC, to receive any assignments, condition updates, and announcement of status level changes from the EC or AEC.

Level 2 Partial Activation

Level-2 Partial Activation will be declared for Sumter County ARES by its EC or AEC under any of the following conditions: (a) When specific ARES duty posts / field assignments in Sumter County are to be staffed and made operational; or (b) When requests are received from the NFL Section or any other County under mutual aid; or (c) When requests are made by the Sumter County Emergency Manager, or other organizations approved by the EC or AEC. Most emergencies, even severe ones, can normally be managed at Level-2.

The EC or AEC will assume the responsibilities of the Sumter ARES Incident Commander (AIC) or delegate the responsibility to another qualified member. The AIC is authorized to direct all Sumter County ARES operations during a Level-2 or Level-1 activation. This authority does not extend outside the Sumter County ARES organization.

For an incident that warrants a Level-2 activation under the ARES protocol, it can reasonably be assumed that the Sumter County Emergency Manager will activate the Sumter County Emergency Operations Center. In which case, amateur radio operators who are registered volunteers with the Sumter County Emergency Management, referred herein as "Sumter County RACES", will staff the amateur radio operations room in the EOC. The RACES Radio Officer will determine if a directed **Operations / Admin Net** will be activated on its respective repeater listed in Appendix-4A of this Manual, and if so, assign a Net Control Station. Depending on the scope of the emergency, a **Logistics Net** may be activated on its respective repeater also listed in Appendix-4A of this Manual and a Net Control Station designated.

It is critical that the ARES Incident Commander always knows the availability of SCARES members. To that end, Sumter ARES members who remain in the Sumter, Lake, Marion, Citrus, Hernando, and Pasco counties, must remain in contact with the ARES Incident Commander by any means available to inform the AIC of the members' location, contact information and availability. Situation updates and instructions will be given at that time. This contact may be made by telephone, email, text, or over-the-air on the **Logistics** repeater. If the AIC assigns an ARES member to a post/field assignment which will require communications to or from the EOC, the AIC will instruct that member to switch to the Operations / Admin Net and check in with that NCS.

	Level-1 Full Activation is the highest possible level of alert in an emergency communications operation. It is useful for maintaining tight control on HF circuits where heavy traffic and numerous stations may increase channel load on nets. When distress traffic is being handled on any emergency net or frequency, the activated level is automatically Level-1 and remains so until all distress traffic has been cleared. Level-1 activation can be declared by the EC or AEC at the local level; however, such activation should be coordinated with the NFL Section Manager or Section Emergency Coordinator. Level-1 activation is declared by issuance of a Priority bulletin to be transmitted on all active net frequencies. It applies to all nets and geographic areas designated in the formal order.
	Stand Down declaration issued at the Northern Florida Section level authorizes DEC's and EC's to begin the stand-down phase of the activation. The DEC and EC then may reduce operating hours, restrict operations, or close designated nets as the emergency passes and traffic loads subside. If local needs warrant, the Sumter County ARES EC or AEC may continue local operations at an appropriate level until it is no longer needed, at which time the EC or AEC will issue a Stand Down declaration for Sumter County ARES personnel.

25. Personal Safety Preparations

Before any Alert is announced, you should already have plans in place for the safety of yourself and your family, as well as preparations to mitigate damage to your personal property. Depending on the expected conditions, as a precaution, it may be prudent to move your family members and important personal affects to a safer place. Remember, you can be more effective as a civil emergency responder being deployed when you know your loved ones are already safe. Helpful planning tips can be found at the Florida Division of Emergency Management's website, <https://www.floridadisaster.org/planprepare/>

26. Preparing For Deployment

Members who have been identified to deploy into field assignments, i.e., staffing radio operator posts at medical facilities, points of distribution, red cross facilities, shelters, etc., should ensure that their 72-hour deployment kits are in a state of readiness. As a general rule, a minimal deployment kit should include provisions for 72 hours. Appendix-4B of this Manual is a checklist that may assist you in preparing your own 72-hour deployment kit. Preparing a checklist in advance will help ensure that you bring everything you may need. The list is not intended to be all inclusive and will depend largely on your personal needs, where you may be deployed, what facilities are available there, the expected duration, what you will be asked to do and under what conditions.

27. Activating the Sumter ARES Emergency Operations Plan

a. Sumter ARES Incident Commander (AIC)

The Sumter County EC or AEC will announce the activation of this Sumter County ARES Emergency Operations Plan. The EC or AEC will assume the responsibilities of Sumter County ARES Incident Commander (AIC) or delegate the responsibility to a qualified member upon declaration of Alert Level-2. The AIC is authorized to direct all activities of Sumter County ARES until such time as the Alert Level is downgraded. The authority of the AIC does NOT extend outside of the Sumter County ARES organization. The person identified as the Sumter ARES AIC, will be announced to all Sumter ARES members. If another member assumes that position, that too will then be announced.

To the extent the resources of Sumter County ARES allows, the primary responsibility of the AIC is to ensure that all critical posts and/or assignments that are requested by the EM or other served agency to be staffed by ARES personnel are adequately staffed and operating effectively, and that reliable communications is established between the EOC and those locations. To effectively carry out this responsibility, it is imperative that the AIC always knows the availability of Sumter County ARES members. Upon declaration of Alert Level-2, SCARES members who remain in the Sumter, Lake, Marion, Citrus, Hernando, and Pasco counties, must remain in contact with the ARES Incident Commander by any means available to inform the AIC of the members' location, contact information and availability. Situation updates and instructions will be given at that time. This contact may be made by telephone, email, text, or over-the-air on the Logistics repeater. If the member's availability status changes, that too must be reported to the AIC.

The AIC is also responsible for ensuring that Sumter ARES members are kept informed of instructions, current conditions, and any changes in the alert status by any means at his or her disposal.

The AIC will continue to perform his or her responsibilities until properly relieved by an on-coming AIC. The off-going AIC will completely brief the on-coming AIC:

- The current status of the incident.
- Significant events that occurred during his or her shift.
- Availability of SCARES members.
- Assignments that have already been filled and those that still need to be filled.

b. Deployment to Posts and Field Assignments

Under NO circumstance is a member to self-deploy to any location. With the notable exceptions in this paragraph, Sumter County ARES will only deploy to field locations in Sumter County when requested by the event's Incident Commander (IC) or the Sumter County Emergency Manager (EM), or their authorized designees. Sumter ARES may, however, deploy to other field locations that are approved by the EC, AEC, or AIC on a case-by-case basis after giving staffing priority to those requests made by Sumter County Emergency Management.

Although certain posts and assignments can be expected and planned for in advance, actual assignments will depend on the scope and nature of the emergency. As an ARES member you are there to assist the served agency and you might be asked to perform tasks that may not involve amateur radio operations, i.e., answering phones, delivering messages, scribing, etc. Assignments remain fluid and may change throughout the duration of the activation. It will be up to the event's IC or the EM to determine when and where any assignments for ARES personnel should be made, changed, or cancelled. That information will be forwarded to the AIC for implementation. Such assignments could include:

- Medical Facilities
- Points of Distributions (POD)
- Critical Infrastructure Locations
- Locations from where the EOC needs situation reports, i.e., community centers, intersections, grocery stores, filling stations, etc.
- Law Enforcement, EMS and Fire/Rescue stations
- To accompany and provide emergency communications for strike teams of law enforcement, EMS, Fire/Rescue, CERT, public works, etc.
- Shelters (Pre-authorized members)

When the AIC receives a request for ARES resources, he or she will dispatch SCARES members on the Logistics repeater to those requested locations with deployment instructions and frequency assignments. The member will maintain radio contact with the NCS on the assigned frequency until the member is released, at which time the member will resume contact with the Logistics Net NCS for possible reassignment. For the safety of ARES personnel, they will not be expected to travel to assigned locations when minimum sustained winds are 45 mph or greater, or when other significant hazards exist.

The SCARES member will make contact with the lead person who is coordinating operations at that field location. Let that person know that you are with Sumter County ARES and you are there to provide emergency communications from that location to the Emergency Operations Center. Obtain the name and phone number of an official there who will be your point of contact for that location. Ascertain the best way to contact him or her. Inquire from that person where you should set up, keeping in mind that he or she might not be familiar with what your needs are so be prepared to offer suggestions. Ideally the location should:

- Afford a reasonable degree of safety and security for the member.
- Be where it is quiet and not interfere with other operations at that location.
- Be close to any existing antenna and coaxial connection.
- Be close to electrical outlets; preferably those that are supported by emergency power.

The member should quickly familiarize himself/herself with the surroundings:

- Identify hazardous areas to avoid.
- Location of any "quiet rooms" where relief workers can rest or take breaks.
- Location of dining areas.
- Location of restroom facilities.

- Location of fire extinguishers or other fire suppression equipment.
- Hardened locations to move to for safety if necessary.
- Location of any supplies or equipment they may have on-hand that you could use for your operation if needed.

Because your duties will require 100% of your attention, members shall not bring their children, family members, friends, or pets with them to field assignments unless prior arrangements have been made and approved by the EC and officials at the location of deployment. Members at a post/field assignment shall remain there until properly relieved. If a member must leave the post/assignment earlier for any reason, he or she must first inform the NCS and AIC. It will be the responsibility of the AIC (or designee) to ensure members are relieved at appropriate intervals with replacement personnel.

c. Professionalism

ARES personnel must always maintain a professional decorum while deployed at posts and field assignments. Professional decorum extends to your punctuality, attitude, behavior, your attire, personal grooming habits, and speech. The personal ability to get along well with others and work as a team is important. As an ARES member you are there to assist the served agency and perform any task they request that is reasonable and within your ability. We are not there to hijack their operation or tell them how to function. ARES members must respect the agency's rules and procedures and try to operate within them. ARES members shall exercise reasonable care to prevent loss, damage or waste of served agency's property and supplies.

Because of the critical nature of our mission, it is paramount that members promptly carry out instructions correctly when and where they are deployed. These instructions may come from the AIC or an authorized person from the served agency. If there is a question about the instruction you were given, ask for clarification from that person or promptly contact the AIC. If you find yourself unable to carry out an instruction, quickly seek assistance from someone who can.

SCARES personnel who are deployed to posts and field locations shall wear attire that is considered conservative and appropriate for the location and duties. The ARES uniform as described in the Sumter County ARES Rules and Regulations is always permitted and encouraged. Sumter County ARES makes available to all its members the high-visibility Amateur Radio Emergency Communications vest. This vest should be worn at all field assignments. The following apparel is not permitted:

- Open toe shoes and sandals.
- Attire that could be considered revealing or offensive.
- Any article of clothing that bears words or images that could be considered offensive.
- Clothing that could interfere with the member performing his/her duties effectively or that could otherwise create an unnecessary hazard to the member or others.

28. Communication Procedures

a. Checking In

If your instructions are to check into a particular Net, whether it is the **Operations / Admin Net, Logistics Net** or CERT Net you should first monitor the frequency. If the frequency is clear, call and check in with Net Control. If the frequency is busy, you should wait until it is clear or until NCS asks for check-ins. Typically for an EmComm Net, only your call sign is needed as NCS will likely already have your information.

b. Directed Net

When a directed EmComm net is activated, regardless of whether it is the **Operations / Admin Net, Logistics Net**, or CERT Net, all stations must direct their traffic to the NCS. If you need to contact another station directly, first ask permission from NCS to make that direct contact. When you are finished with your direct contact, return the Net to the Net Control Operator.

c. Interrupting the Net for an Emergency

ARRL suggests that any station who needs the frequency cleared for an emergency transmit, "Break - Break". All other stations should stop transmitting, listen to the station having the emergency, and offer any needed assistance.

d. Checking Out

During an activated EmComm Net on which you have checked in, you should remain attentive on that frequency until NCS closes the Net. If you need to leave the Net sooner for any reason or change frequencies, notify NCS prior to doing so.

e. Tactical RF Messages

Tactical RF messages are those that need to be transmitted quickly over the air or that which are of a routine nature not requiring a formal response. Tactical messages do not need to be formatted into a formal Radiogram or ICS form. Most communications from a post or assignment to NCS will be a "tactical message". When transmitting such a message, keep it brief and concise. Stay focused on the point of your message and get it through quickly so that you can clear the frequency for another station that may need to use it.

f. Formatted Messages

A "formatted message" is that which is transmitted in a pre-defined format, i.e., ARRL Radiogram, ICS-213, etc. The radio operator who is transmitting a formatted message is expected to speak the message over the air in the sequence it appears on the ARRL Radiogram and certain ICS forms.

g. Tactical Call Sign

Depending on your location/assignment, you may be instructed to use a "tactical call sign" when communicating from your location or assignment. Tactical call signs are easier to remember especially when several emergency communicators are participating. Using a "tactical call sign" is permitted by FCC rules providing that each station transmits their FCC assigned call sign at the end of their conversation and at 10-minute intervals throughout that conversation.

Below is an example of using a “tactical call sign” while you are staffing a Point-Of-Distribution (POD) that has been identified as POD-3. Your radio exchange with NCS would be similar to:

In the following example, you are calling the Net Control Station:

You: “Net Control, POD-3”
NCS: “POD-3”
You: *(You then proceed with your message)*
NCS: *(NCS will acknowledge your message)*
You: “Your Call Sign, Clear”

In the following example, the Net Control Station is calling you:

NCS: “POD-3, Net Control”
You: “POD-3”
NCS: *(NCS will proceed with their message)*
You: *(You will then acknowledge their message)*
NCS: *(NCS will clear with their FCC assigned call-sign)*
You: “Your Call Sign, Clear”

h. EOC Communications Routes

When the Sumter County Emergency Operations Center is activated, all official messages between the Sumter County EOC, Florida State EOC, and EOCs of other counties is the sole responsibility of the Communications Unit of each EOC regardless of the method of transmission. No SCARES member may transmit or send any official message to the State EOC or EOC of another county, regardless of form, unless requested to do so by the Communications Unit in the Sumter County EOC, or unless the EOC is unable to do so for any reason, i.e. lack of staffing, building or equipment damage, etc.

29. Radiogram and ICS Forms

There is a plethora of forms used in the Incident Command System; however, there are only a handful of them that Sumter County ARES members would be expected to ever use. Each member should become familiar with the following forms prior to any emergency to ensure he or she knows how to complete them properly and accurately. When preparing handwritten forms, print in black ink (not cursive) and exercise care to ensure it can easily be read.

Careful retention of these forms is important as they will likely be used to help draft After Action Reports, requests for FEMA reimbursements, and potential legal litigation among other things. Care should be given to ensure completed forms are protected against loss or damage. All completed forms shall be forwarded to the Sumter County ARES Planning Section Chief upon the conclusion of the event or as otherwise directed by the AIC. The Planning Section Chief will then compile all received reports and forward them to the EC who will deliver them to the Sumter County Office of Emergency Management.

A complete list of all ICS forms can be found on the FEMA Emergency Management Institute's website <https://training.fema.gov/icsresource/icsforms.aspx>

a. ARRL - Radiogram

An ARRL Radiogram is an instance of formal written message traffic routed by a network of amateur radio operators through traffic nets, called the National Traffic System (NTS). It is a plaintext message divided into four distinct parts: Preamble (Header); Address; Text, and Signature. The message is placed into a traffic net by an amateur radio operator. Each radiogram is relayed, possibly through one or more other amateur radio operators, to a radio operator who volunteers to deliver the radiogram's content to its destination. In addition to using radiograms during times of disaster, many amateur operators practice preparing and sending radiograms during non-emergency conditions to remain proficient. I would encourage you to do the same.

It is beyond the scope of this Chapter to provide instruction on how to prepare and send a Radiogram, nor can we explain here the involved process the National Traffic System takes to deliver the message to its intended destination. Sumter County ARES members should become proficient in preparing a Radiogram and understand how to get it into the National Traffic System, or to the EOC during a Level-2 or Level-1 activation. Detailed instructions on how to prepare and send radiograms can be found under the Training tab on the Sumter County ARES website, <https://www.sumterares.org/radiograms>. Radiograms can be sent by:

1. Reading the message on an HF Traffic Net directly to an NTS receiving station; or
2. Reading the message over the air to a nearby station on a VHF or UHF local net that can deliver the message himself or herself, or who can relay the message into the NTS; or
3. Sending the message via Winlink over the air or internet addressed to its intended destination through an NTS station or NTS Region.

Once the member transmits the message by any of these means, the member's responsibility is then over unless he or she is expecting to receive a response.

During a Level-2 or Level-1 activation, an ARES member who has a Radiogram (or any other form of formal traffic) will inform the NCS on their respective Net that he or she "Has Traffic". NCS will either clear the frequency for the member to transmit the message to the receiving station on that frequency or instruct that member and the station to receive the traffic to switch to another repeater or simplex frequency. Stations might consider using the KX4LEO repeater to facilitate that exchange because of internet capability at that site, as well as having Winlink gateway capabilities on both VHF and HF. The NCS may choose to receive the traffic himself or herself, in which case NCS then becomes responsible for entering the formal message into the National Traffic System or otherwise arrange for it to be delivered to its intended destination.

b. ICS-214 Form, Activity Log

Each post or field assignment location will have blank ICS-214 forms available to the Sumter County ARES member responsible for that location. The member will record details of notable activities that occurred at that location.

c. ICS-213 Form, General Message

Each post or field assignment location will have blank ICS-213 forms available to the Sumter County ARES member responsible for that location. These blank forms may be in paper form to be handwritten, or in electronic form on a computer. The ICS-213 form can also be electronically prepared and transmitted within the Winlink program over the air, or internet if it is available.

The ARES member will prepare an ICS-213 form when a message needs to be sent AND that member (or location) is expecting a response regardless of the operating frequency or assignment.

d. ICS-213 RR Form, Resource Request Message

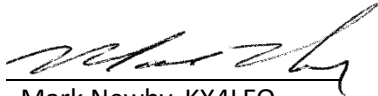
The ICS-213RR form is typically used to request resources. Locally, however, the Sumter County EM prefers the ICS-213 used instead with a detailed description and quantity of the items requested.

e. ICS-309 Form, Communications Log

The ICS-309 form will generally not be used at a post or field assignment unless that post would need to establish its own Net with a Net Control Station for operations at that location. The ICS-309 form will typically only be used by the Net Control Station on their respective Net. It is used to record radio messages coming to or from NCS.

30. Demobilization

Sumter ARES members shall remain at their assigned location until properly relieved. When the NCS or AIC instructs you to secure from that location, inform the contact person at that location that you will be leaving. You should clear all your personal items from the location, police your immediate work area, and dispose of any refuse. Leave your work area in the same condition which you found it (or better). Disassemble and remove all emergency communications gear. Clean and return any equipment and supplies you were entrusted with to its owner or storage location. Collect all completed forms and documents related to your operation and forward them to the Sumter County ARES Planning Section Chief.



Mark Newby, KX4LEO
Emergency Coordinator
Sumter County ARES

APPENDIX - 4A

Sumter County ARES Emergency Communications Plan

Repeater Call Sign	Location	RX Freq. (You receive on)	TX Freq. (You transmit on)	Tone (On RX and TX)	EchoLink	AllStar
KS4EOC	Sumterville, FL	146.925 MHz	146.325 MHz	123.0 Hz		
OPERATIONS REPEATER	<i>This repeater is owned by Sumter County and operated by the Sumter County Office of Emergency Management which reserves the authority as needed to restrict its use, establish Emergency Communications Nets, and assign Net Control Stations. During a Level-2 or Level-1 activation, the Sumter County RACES Radio Officer may activate a directed Operations / Admin. Net on this repeater and assigned a Net Control Station. Only those stations who have been instructed to operate on this frequency should use it. ARES members who are instructed by the ARES Incident Commander (AIC) on the Logistics repeater to deploy to posts or field assignments will typically be instructed to switch to this Operations / Admin Net and check in with that NCS. In the event this repeater fails, monitor the K4HOG and KI4DYE repeaters.</i>					
K4HOG	Sumterville, FL	147.030 MHz	147.630 MHz	123.0 Hz	K4HOG-R (2206084)	58115
LOGISTICS REPEATER	<i>This is repeater is owned by the Hog County Amateur Radio Association. It is the primary repeater for Sumter County ARES operations and Sumter County Skywarn. During ARES Alert Level-3, Sumter County ARES members are to monitor this frequency. Although a Directed Net is permissible, a Net operating during Level-3 is normally running ad hoc, (not a directed Net). Sumter ARES members should remain on this frequency to receive any instructions, assignments, condition updates, and announcement of status level changes from the Emergency Coordinator on this repeater.</i> <i>During ARES Alert Level-2 or Level-1, a directed Logistics Net will be activated on this repeater and a Net Control Operator assigned. The ARES Incident Commander (AIC) will be assigned. ARES members are to contact the AIC on this repeater, (or by any means available), to report their availability. ARES members will remain on this frequency to receive any instructions, assignments, condition updates, and announcement of status level changes from the Emergency Coordinator or AIC on this repeater. ARES members should only switch from this frequency if instructed to do so by NCS or the AIC. In the event this repeater fails, monitor the KS4EOC and KI4DYE repeaters.</i>					
KI4DYE	Bushnell, FL	145.490 MHz	144.890 MHz	123.0 Hz		
	<i>This repeater is owned by Sumter County and operated by the Sumter County Office of Emergency Management which reserves the authority as needed to restrict its use, establish Emergency Communications Nets, and assign Net Control Stations. This repeater will generally be used as back-up or as otherwise needed.</i>					
KX4LEO	Webster, FL	147.360 MHz	147.960 MHz	97.4 Hz	KX4LEO-R (297091)	577320
	<i>Although KX4LEO makes this repeater available if needed during an emergency, it is not intended to be used for any local emergency communications nets. It may, however, be used for administrative activities of Sumter County ARES, to communicate with NFL Section leadership and other County's Emergency Coordinators regarding mutual aid requests. Stations may switch to this repeater for assistance with formal traffic that does not need to be passed through the EOC, i.e. typically health and welfare messages.</i>					
KS4SCA		441.900 MHz	446.900 MHz	123.0 Hz	KX4LEO-L (297089)	40487
	<i>This is a mobile repeater installed in the Sumter County ARES Emergency Communications Trailer.</i>					
K4LFK	The Villages, FL	145.210 MHz	144.610 MHz	110.9		
CERT	<i>This repeater is primarily used for CERT of the Villages amateur radio emergency communications.</i>					
K4VRC	Wildwood, FL	443.225 MHz	448.225 MHz	103.5		
	<i>This repeater is owned by the Villages Amateur Radio Club. It may be used as backup for emergency communications and for lengthy voice messages that would otherwise tie up EmComm repeaters, (i.e. health and welfare traffic).</i>					
Simplex frequency:		147.585 MHz (Simplex)	will be used if neither the KS4EOC, K4HOG nor KI4DYE repeaters are unavailable or when otherwise directed. Members should assess their range capability.			

APPENDIX – 4B

Sumter County ARES 72-Hour Extended Deployment Checklist

This list was compiled using the ARES Field Resources Manual as a guide and is not intended to be all inclusive. What you choose to bring will depend largely on your personal needs, what you have at your disposal, where you may be deployed, what facilities are there, the expected duration, what you will be asked to do and under what conditions.

3-day change of clothes	Cellular phone, cord and charger
Foul weather gear	Pre-Assembled Radio Go-Kit (if available)
Personal Protective Equipment (PPE): Gloves, goggles, boots, hardhat	12-Volt AGM or Lithium Battery for Go-Kit radio or mobile radio and a means to keep it charged
Spare glasses	VHF/UHF handy-talkie or mobile radio
Hearing aid with spare batteries or charger	Mag-mount antenna
Toilet articles	Feed line (coaxial cable for radio to antenna)
Shelter (tent, sleeping bag, blanket/sheets, pillows)	Feed line connectors and adapters
Portable stove; mess kit with cleaning kit	SWR bridge (VHF/UHF)
Waterproof matches	Power supply for radio
Flashlight	Microphone
Candles	Headphone
Alarm clock	USB or portable fan
3-day supply of food, water, snacks	Electrical and duct tape
First aid kit	Soldering iron and solder
Medications and aspirin or other pain reliever	Rope or paracord
Clipboard, ink pens, and paper / notebook	Laptop and charger with Winlink software installed
Sumter ARES Emergency Operations Plan	Soundcard and cables for Winlink operation
ARES identification card and high-visibility vest	Portable generator with fuel and oil
ARES Field Resources Manual	Extension cord and power strip
ICS Forms 213, 213RR, 214 and 309	