Northern Florida Emergency Net Information & Script

General Net Information (Not part of the script)

Activations

In the event of an emergency activation, the Northern Florida ARES Net Emergency script will be used, and the normal roll call from the NFL ARES and Phone Nets will be suspended until notice is received to stand down from the emergency activation. The Net Managers of the Northern Florida ARES and Phone Nets will co-manage the Emergency Net. Authorization to activate the ARES net in emergency status is given to the Section Manager and notice to activate or stand down the emergency net will be received from either the Net Managers, Section Emergency Coordinator, Section Traffic Manager, or Section Manager. Please do not activate or stand down the Emergency Net unless authorization is received from one of those individuals

Net Operations

Activation Status

This script is broken down into different versions based upon the level of activation as defined in the Northern Florida Section Emergency Communication Plan. Information about the section's current activation status can be found at http://nflemergency.net. Via the activation status page, you can find information on the current incident, a link to sign-up to be a net control station during the activation, and additional training resources.

Frequencies

The active net frequency can be found on http://nflemergency.net in the ICS-205 form. The primary net frequency is generally 3950Khz LSB with an alternate of 7242Khz LSB. If a frequency change is needed, an announcement should be made on the net and relays to other areas, as well as SARNET, should be made. Please notify info@nflemergency.net when a frequency change occurs.

Net Control Station Shifts

Volunteer Net Control stations can find the current schedule and open shift slots on the activation status page. Emergency Net shifts are in one-hour blocks; however, you may sign up for as many shifts as you feel comfortable and rested enough to work. If you would like to be a Net Control station for the emergency net, please ensure your equipment and antenna are in good working order and that you have a decent signal strength around the state. There are numerous web based SDR's online that you can use to check your signal, including one in Orlando, FL.

Net Logging

Logging of the Emergency Net will be done using the free NetLogger software available for Windows, Linux, Or MacOS. Using this software will allow us to pass on the current roster to the following Net Control station without having to relay information over the air. NetLogger allows you to check stations into and out of the net and automatically lookup their station information if you have a QRZ subscription. Training for the NetLogger can be found on the activation status page or directly via this link. If you do not feel comfortable using the software, you may log via paper or another preferred method, but you will need to pass on the current roster to the next NCS over the air prior to your shift ending, however, we strongly encourage the use of NetLogger to keep the net consistent. Please take time to practice prior to an activation. The Net Manager will provide the logging password to all scheduled NCS'.

Please use the below referenced standard ICS forms during you shift. The operational period is from 0600 the first day to 0600 the next day (even if you only worked 1 hour). Please use Zulu time or specify your time zone in the form. Log all major activities from your shift(s) such as starting and ending your shift, calling an EOC, etc. on an ICS-214A, individual activity log. Any formal written traffic must be logged on an ICS-309, communications log. Be sure to log message numbers so traffic may be followed up on if needed. If an ICS-213 form is transmitted and a message number is not given, please ask the originating station for a message number (it can be anything.)

Northern Florida Emergency Net Information & Script

When your shift or operational period is completed, please send all completed ICS forms to info@nflemergency.net so that the Net Managers & Section Emergency Coordinator may have them for tracking purposes.

Questions or Emergencies

If you have a question before or during your shift that is not an emergency, you can email info@nflemergency.net and one of the Net Managers or the Section Emergency Coordinator will respond as soon as possible. If you need to escalate an emergency or other situation, your contacts are:

- Northern Florida Section Emergency Coordinator Arc-W4CPD 850-889-3767
- Northern Florida Phone Net Manager & Emergency Net Co-Manager Jim-KF4AC 801-597-5818
- Northern Florida Section Manager Kevin-KK4BFN 386-547-2838

If **emergency** traffic comes in for the Florida State EOC, please attempt to call for the "State EOC" on the Emergency Net. If they do not respond on the Emergency Net have your relay station or, if none available, yourself attempt to call the "State EOC" on the Florida SARNET. If the State EOC is not on the air, and **emergency** traffic is pending for the state, please contact either Net Manager or the Section Emergency Coordinator. Please ensure you have complete information about the emergency being reported such as exact location, number of people involved, services needed, etc. before calling. When calling, identify yourself as a member of the Northern Florida Amateur Radio Emergency Service team and that you have received an over the air emergency message for the state. Ensure that you log the passing of that traffic on your ICS-309 communications log and calling the Net Manager or SEC in your ICS-214A. Please also notify info@nflemergency.net of the passed traffic. Use your backup NCS or a relay first if possible.

EOC Station Check-Ins

If an official EOC station checks in on the net in the impacted area of the emergency, please ask them to check back in at least once an hour if possible and advise of their county activation status, impacts, and what call sign should be used to contact them. Please also ask that they "check-out" from the net if they will be stepping away to take a rest break or take care of other business. If an EOC station that has checked-in has not called in within 90 minutes after their last check-in, please try to contact them. If no contact can be made, please notify info@nflemergency.net

Net Management

During the emergency net it is important to maintain control of the active frequency. During all activation levels, please keep conversations during contact to a minimum and allow breaks between transmissions to listen for emergency or priority traffic. When traffic needs to be passed between two stations, please move the traffic off to an adjacent frequency (up or down 5 if possible) to keep the net clear for emergency traffic. If the station the traffic is for is not on the air, please ask your backup NCS (if on duty) or another station that can handle the traffic to do so. Remember, you, as the NCS, oversee ensuring the net remains managed appropriately.

Don't be afraid to ask for help or relays if you need it. Use the standard ITU phonetics for all callsigns and spellings and use plain English. Make sure you frequently identify and announce the purpose of the net. Remember, we are in a multi-time zone state. Be sure to either use Zulu time or specify the time zone in the area the emergency is occurring anytime a time is given on the air. Be friendly yet in control. Speak slowly and clearly with an even tone. In an emergency, it can often be hard to hide your emotions or sense of urgency on the air but do your best to remain calm.

If you no longer have good propagation to continue the net, please attempt to use the alternate frequency. If the alternate frequency (7242KHz LSB) does not provide improvements to reception, call for a mid-state relay station or ask for an alternate NCS if your signal does not improve.

Northern Florida Emergency Net Information & Script

Be sure to have a printed copy or download of any of the referenced documents in this guide as well as ARRL Radiograms readily available if needed during your shift.

At the end of your shift, pass on any information that is necessary, such as announcements and number of stations on net, to the incoming NCS and announce to the net the call sign of the new NCS.

General Script Information

Items in red in the script should be replaced with your personal information. *(UNKEY)* in the script indicates to unkey your mic to listen for a response, you do not have to verbally say unkey. Items in *italics* are for your information. Please use Zulu time or the time zone of the emergency if possible due to multiple time zones in Florida. Information on activation levels can be found online at http://nflemergency.net.

Many modern SDR radios support pre-recording voice transmissions to be replayed on the air. This feature can be useful to save your voice during a shift. Please visit this page for more information.

Net Script – Level 3 Monitoring Activation

This script is primarily to keep the frequency "guarded" in case someone attempts to begin a rag chew. The below times are suggestions. During level 3 "Monitoring" activations, you may adjust the times if needed if no one is attempting to use the frequency. Please identify at least every 10 minutes.

Every 10 Minutes

This is *your callsign* and I am the Net Control Station for the Northern Florida Emergency Net active for *name of the current incident*. To check-in to this net, please state your full callsign normally then phonetically and wait to be acknowledged by net control. Once acknowledged please state your name, advise if you are in the impacted area, and if you have any traffic. We ask that you please also check-out from this net if you need to secure your station. Information about the current activation can be found by visiting nflemergency.net online. Do we have any stations wishing to check-in or out of the net at this time? *(UNKEY)*

Every 5 Minutes (As necessary to keep the frequency in use)

This is *your callsign* for the Northern Florida Emergency Net, do we have any stations wishing to check-in or out of the Northern Florida Emergency Net active for *name of the current incident*? *(UNKEY)*

Every 15 Minutes

Provide any announcements such as other active nets on other frequencies as well as the current situation summary. If a tropical system, provide the current position, direction, and wind speed of the storm.

This is *your callsign* Net Control for the Northern Florida Emergency Net. To all amateur stations monitoring, be advised: *current announcements and situation*. Do we have any stations wishing to check-in or out of this net? *(UNKEY)*

Net Script – Level 1 & 2 Partial and Full Activation

During a partial and full activation, it is important to maintain full control of the frequency and to keep conversations to a minimum. The focus is on passing traffic into and out of the impacted area.

Every 10 Minutes

This is ***your callsign*** and I am the Net Control Station for the Northern Florida Emergency Net active for ***name of the current incident***. Please do not check-in to this net unless you have emergency or priority traffic, are an EOC station, are in the impacted area, or a station volunteering to relay traffic. To check-in to this net, please state your full callsign normally then phonetically and wait to be acknowledged by net control. Once acknowledged please state your name or EOC location, advise if you are in the impacted area, and if you have any traffic. We ask that you please also check-out from this net if you need to secure your station. ***(UNKEY)***

Do we have any stations with emergency or priority traffic? Emergency traffic may break the net at any time by saying BREAK, BREAK, BREAK. ***(UNKEY)***
Do we have any EOC stations wishing to check in or out? ***(UNKEY)***
Do we have any stations in the impacted area wishing to check-in or out? ***(UNKEY)***
Do we have any relay stations wishing to check-in or out? ***(UNKEY)***

Every 5 Minutes (As necessary to keep the frequency in use)

This is ***your callsign***, do we have any stations with emergency or priority traffic? ***(UNKEY)*** Any station in the impacted area or relay stations wishing to check-in or out of the Northern Florida Emergency Net active for ***name of the current incident.*** ***(UNKEY)***

Every 15 Minutes

Provide any announcements such as other active nets on other frequencies as well as the current situation summary. If a hurricane, provide the current position, direction, and wind speed of the storm.

This is ***your callsign*** Net Control for the Northern Florida Emergency Net. To all amateur stations monitoring, be advised: ***current announcements and situation***. Do we have any stations wishing to check-in or out of this net? ***(UNKEY)***

Net Closing for All Activation Levels

Please do not close net unless directed to do so by authorized Northern Florida Section staff.

This is ***your callsign*** Net Control for the Northern Florida Emergency Net. Our section has been moved out of activation and we are closing the net. Thanks to all who have participated, and we return the frequency to general amateur use at ***current time and zone***. ***(UNKEY)***