Brunswick County
Amateur Radio Emergency Services®
Emergency Procedures

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I. PREFACE

This document is written as a procedural guideline for Brunswick County Amateur Radio Services® (ARES®) members for use when there is an impending emergency and/or during an emergency that may require ARES® participation. It assumes that the members using this document are knowledgeable in the ARES® organization, operation, and goals.

The ARES® is an organization composed of interested individuals and FCC-licensed amateur radio operators whose major purpose is to provide county-wide emergency communications. ARES® may supply communications services where no established links exist or supplement existing system(s) if they are overloaded or disabled. Such services may include:

> 1. Communications between Brunswick County Emergency Management and other governmental agencies, shelters, and other sites.
>
> 2. Emergency communications between county officials and other officials.
>
> 3. Communications among county, private and public service organizations.
>
> 4. Additional public service communications.
>
> 5. Health and welfare communications.

A secondary purpose of ARES® is to provide non-emergency communications for county agencies and services or other qualified organizations at the discretion of ARES® officers. Such services are opportunities to practice communication skills.

The information contained in this plan is to be used as a guide. It is not the intent of this plan to limit the actions of an amateur radio operator who is on site and best able to assess the prevailing conditions. ARES® is organized to provide communication services only. Amateur radio operators on ARES® duty are not expected to serve any other function.

Authenticity of messages is the sole responsibility of the originating authority. The Brunswick County Emergency Services shall determine validity of such messages.

This plan is subject to alterations and/or revisions as required.

II. PREPAREDNESS

A. Preparedness at Home

Preparedness for ARES activation begins at the home. If you and your family are not prepared for an incident, then you will not be ready for a deployment. Your home and your family must be safe prior to your deployment. If you will be sheltering at home and can provide assistance, a good working amateur radio station is needed. This station should include emergency power in addition to access to an indoor or attic mounted antenna. If this is not a primary operating station, the station should be periodically tested. All radios that you may use in a deployment should be programmed with the ARES® operating frequencies as listed in Section IV of this manual.

B. Preparedness to be Deployed

ARES® has adopted the use of the Anderson Powerpole for all 12 VDC connections between a power source and a piece of equipment. Some deployment locations may already have power supplies and/or radios that are fitted with these connectors. If you have a radio that you would prefer to use, having a powerpole connector on it will allow a direct connect. Check the contents of your ARES® Go-Kit (see Appendix III)t to insure all necessary items are in the kit. Replace any lithium/alkaline batteries suspected of being out of date and charge all rechargeable batteries..

1. Brunswick County Emergency Operations Center

The Emergency Operations Center (EOC) has all the equipment needed for activation. This equipment is tested periodically to be sure it is in working order. Some minimal equipment may be taken by a member if they are not comfortable operating the EOC equipment or as backup. A laptop computer capable of connecting to a wired or wireless LAN should be taken to access the WebEOC system.

2. Shelters

All shelters are equipped with a standard antenna jack connection with an SO-239 connector. The jack is a covered box mounted on the wall with an ARES® Logo on the face and the antenna connection on the bottom. In the primary shelters, the jack is located in the concession stand adjacent to the lobby of the main gymnasium.

Members should take their own power supply, radio, and length of coax sufficient to reach the jack from an operating position. The operating position may at times be moved from the location determined when the jack was installed. Therefore, always plan for changes in operating location by having a 20+ foot length of RG-8x or equivalent coax available.

A laptop is needed to access the WebEOC. The Red Cross or school custodian can provide the password for internet access.

Also plan to take a dual band HT radio (2 meter if you do not have dual band) with a mobile antenna for your vehicle. The vehicle may be parked close to the shelter to provide auxiliary communications if needed. Note, be aware of potential debris during a hurricane.

3. Other Locations

All other locations where a deployment may occur will require a complete radio setup including an antenna, radio, coax and cables, and power source. A commercial power source may not always be available during a deployment. A large capacity battery at a minimum should always be maintained and be available. A long-term deployment may give the opportunity to have a generator or solar panels available for power.

III. SAFETY

A. Home and Family

Safety is of the utmost concern during an incident. If you are not comfortable traveling in inclement weather or you do not feel safe staying during an incident, you and your family should seek shelter in a safe location. If you must travel in inclement weather, drive very cautiously and do not attempt to be in communications either on a cell phone or on the radio while the vehicle is in motion. Pull off the road and stop before attempting to make any type of communication.

B. While Deployed

1. Brunswick County Emergency Operations Center: Your safety at the EOC depends largely on the duties you perform while there. For instance, do not assume you can go outside and put up an antenna in the middle of a storm. Instead, get there early to setup any additional equipment that is needed. If that is not possible, do what you can inside and let a superior know of any limitations in your communications ability.

2. Shelters: At the shelters, your safety is paramount. It is your responsibility to perform your assigned duties in a safe manner. During an incident, proper medical treatment will most likely be planned for, however, careful planning should be used to avoid accidents. Always get help when needed and tell someone if, during a storm, you will be going outside and at what location. Similar to being at the EOC, never assume you can erect an antenna upon arrival. You may be arriving under adverse weather conditions that will prevent you from working outside. Always be prepared with extra equipment such as a portable antenna that may work indoors.

3. Other Locations: Any other location where you may be deployed will have the same concerns. If you are in a location that is not managed by an agency, such as in a public location, your ability to receive medical treatment may be reduced depending on the incident. You should always have a second person deployed with you to assist when necessary and to give you relief when you need it.

C. Insurance Coverage

ARES members acknowledge that their participation in ARES is voluntary and served agencies are not liable.

In the event of an injury or death, the volunteer's insurance companies are the primary insurers. ARES members are not considered employees of Brunswick County for purposes of health, workman's compensation, or accident insurance.

IV. ACTIVATION, NOTIFICATION AND DEPLOYMENT

A. What triggers activation and deployment?

An ARES® activation is initiated by the ARES® Emergency Coordinator (EC) when there is significant potential for a communications outage or one is anticipated which can affect life or property. If Brunswick County Emergency Management responds to the incident it may then contact the EC if ARES® services are needed and advise the nature of the response deployment. The County Emergency Operations Center (or EOC) is also typically opened depending on the size and nature of the incident.

1. Activation will be at the direction of the ARES Emergency Coordinator when potential deployment of ARES® Members is anticipated.
2. Deployment may be to remote locations or at ARES® members homes. It refers to ARES® utilization for communications support on an ongoing period up to and including round the clock assignment.
3. Deployment may be requested by any agency or organization within Brunswick County by contacting the Brunswick County Emergency Management. In an emergency, Emergency Services can be contacted 24 hours-a-day through the 911 Center.
4. The requesting official must define their situation and communications needs.
5. The Deputy Director of Emergency Services will make the decision on whether to comply with the request and, if so, contact the ARES EC, one of the AEC's or other ARES members to initiate deployment.
6. The ARES® EC will plan, organize and staff the communications networks to fill the stated needs.
7. If additional assets are needed, the EC will contact the ARES® EC's in surrounding counties, the SEC for assistance, or others e.g. ARESMAT (ARES® Mutual Assistance Teams)
8. Brunswick County ARES® may be activated and deployed to provide support to other regional ARES® organizations. The procedure will be the same as for a local emergency and additional mobilization instructions will be provided based on the circumstances.

B. When and how are ARES® members notified?

Notification is by phone, email, and/or text to designated ARES® members. The ARES Emergency Coordinator or Assistant Emergency Coordinators are normally the first to be contacted. The type of incident determines when ARES® is notified and the appropriate operating condition. It may not be until a communications outage has already occurred, or it could be in advance of when an outage might occur.

The ARES® EC may, at his/her discretion activate ARES® members for potential deployment and initiate preparations following the ARES® Operating Condition (OPCON) levels. See section C. "Brunswick County ARES® Operating Conditions (OPCON)" listed below.

The Operating Conditions outlined coincide with the operating conditions employed by Brunswick County Emergency Management.

C. Brunswick County ARES® Operating Conditions (OPCON)

OPCON Level 1 Massive Deployment

All ARES® resources shall be available to support served agencies and are deployed as specified by the EC. All nets and sub nets observe strict net protocols until Level 1 Activation is rescinded. EC/AEC schedules are updated to fulfill operator and net control requirements for up to two weeks.

OPCON Level 2 Moderate Deployment

EC or AEC deployed to EOC. Call up tree started for ARES® members to establish a 72 hour schedule. EC establishes Net and sets NCS (Net Control Station) volunteers schedule. All available ARES® volunteers are asked to be prepared for deployment and to monitor ARES® frequencies for instructions. Personal preparations should be complete.

OPCON Level 3 Deployment Imminent

The Emergency Coordinator is to determine the need for volunteers and contact ARES® members to gather scheduling information. A twice daily net is initiated at which time a call for Net Control Station volunteers will commence. All ARES® members who are available are asked to monitor ARES® frequencies and be ready for an assignment.

OPCON Level 4 Standby

The ARES® Emergency Coordinator activates ARES®. Provides advance notice for members to prepare for possible deployment. There is no requirement for a net to be established, however a daily net is recommended. Volunteers monitor ARES® frequencies and check their level of preparedness.

OPCON Level 5 Awareness

Amateurs who become aware of a developing emergency situation in which Amateur Radio support may be requested, should monitor 147.315 MHz (Tone 118.8 negative offset). Limit non-essential conversations (rag-chews) to make it easier for other stations to monitor.

D. Assignments

1. Assignment Procedures

During a deployment, it may not be possible to travel from the deployment location back home or even to a shelter. Members should be prepared to shelter in-place at the deployment location. All members should refer to the Go-Kit details in the Appendix III for suggestions on what to bring to the deployment location.

Priority is given to manning the county EOC or ICS Command location and then the shelters. The Emergency Coordinator and, if possible Assistant Emergency Coordinators should be assigned to the county EOC/ICS Command location. The EC/AECs should be located near the county command and control location to facilitate communications.

Prior to being assigned for deployment, the ARES® member's minimum training requirements must be verified. The requirements are maintained by the Emergency Coordinator and reflected in the ARES® Online Membership Database available on the website. In addition, the person should confirm they have the proper equipment necessary to operate at the deployment location.

a) Deployments - County EOC

Any ARES member who will be deployed to the Emergency Operations Center (EOC) is required to have a minimum set of training which includes:

ICS-100, Introduction to Incident Command System.

ICS-200, ICS for Single Resources and Initial Action Incidents.

ICS-700, Introduction to National Incident Management System (NIMS)

ICS-800.A, Introduction to National Response Plan

In addition, anyone deploying to the EOC should have at least an understanding of the WebEOC software that is used by Emergency Management together with all reporting agencies.

b) Shelters Any ARES member who will be deployed to a shelter is required to have a minimum set of training which includes:

ICS-100 Introduction to Incident Command System (ICS).

ICS-700 Introduction to National Incident Management System (NIMS)

ICS Form 214 Unit Log should be kept at all times by the Emergency Coordinator or his designee detailing who has been assigned for deployment. This log is also maintained at the shelters by on duty ARES® personnel. Section IV Operational Procedures/Procedures.

IV. OPERATIONAL POCEDURES AND PROTOCALS

A. Communications Plan

The primary frequencies listed in the Frequency Plan are used for mission specific priority messaging and critical information transfer. The secondary frequency are reserved for tactical lower priority communication.

B. Frequency Plan

1. Brunswick County ARES® Repeater Resources

Trustee Call Sign	Frequency +/- (tone)	Function
K4PPD	147.315 +0.6 (118.8)	Primary ARES® Repeater
K4PPD	145.370 -0.6 (88.5)	Secondary ARES® Repeater
KD4GHL	444.750 +5 (118.8)	Calabash ARES®

2. VHF/UHF Simplex Frequencies

Frequency	
146.520	National Calling Frequency
146.535 146.565 146.580	Typical VHF Simplex Frequencies
446.000	National Calling Frequency
435.000 445.000	Typical UHF Simplex Frequncies

3. HF Frequencies

Frequency (Mode)	Function
3.923 Mhz (LSB)	Tarheel Emergency Net Primary
7.232 Mhz (LSB)	Tarheel Emergency Net Secondary
14.325 Mhz (LSB)	Hurricane Watch Net

4. AREA VHF/UHF Frequencies

Frequency +/- (Tone)	County Location
146.670 - (88.5)	New Hanover County ARES®Primary
146.730 - (88.5)	NewHanover County ARES® Seconday
147.090 + (85.4)	Horry County ARES® Primary
146.655 - (123)	Horry County ARES® Secondary (Presently off the air)
145.110 +(85.4)	Horry County ARES® Secondary (Temporary)
147.210 + (none)	Columbus County ARES®

5. 220 Frequencies

Frequency	Offset (Tone)	Location
224.2800	-1.6 MHz (91.5)	Clinton, NC
224.6800	-1.6 MHz (91.5)	Wilmington, NC
224.7200	-1.6 MHz (91.5)	Trenton, NC
224.9200	-1.6 MHz (91.5)	Lumberton, NC

6. IRLP/Echolink Nodes

The National Hurricane Center uses the conference "WX-TALK", node 7203, during an activation of the center. In addition, the IRLP node 9219 may be used. Current information on how to contact the center can be found at the website http://www.wx4nhc.com. Any net operating will normally request that stations do not attempt to talk to net control unless called upon for reports. There may be a large number of stations listening to these nodes for information and all transmissions should be short and to the point to allow others to give their reports in a timely manner.

C. On Air communications

Always remember, any transmissions over the airwaves can be monitored by anyone, including the media. It is vital that all transmissions remain as professional and courteous as possible. Information given to an ARES® member within the confidence of a served agency should not be transmitted over the air without consent from the agency.

Never give out details about an evacuee at a shelter unless specifically asked to do so. If an evacuee asks to have health and welfare traffic sent, be sure to inform them of the possibility that personal information could be obtained by others that could use it to do harm.

Also, remember that any transmission you make at a shelter <u>can be overheard</u> by shelter occupants.

1. Repeater etiquette
Use minimum power necessary (conserve battery power). Place a 2-3 second pause between exchanges to allow for stations to break in with emergency or priority traffic. Listen more than talk (unnecessary communications may deplete valuable resources such as battery power at a repeater site). Think before you speak (clear concise communications are key).

2. Disaster communication principles
- Avoid spreading rumors (repeat only known facts and do not modify a message unless authorized).
- Authenticate all messages (if it came from an official, be sure to get the message written with a signature and date/time stamp).
- Avoid initiating disaster or emergency traffic not from an official.
- Be rested when transmitting (avoids common mistakes).
- Select the proper mode and band for the transmission.
- Do not broadcast information unless requested to do so.
- Do not use Q signals unless transmitting using Morse code.

D. Net Operation

1. Call Sign

Brunswick County ARES will use **N4GM** as the call sign for Net Control.

2. Net Operation

An ARES® NET using call sign **N4GM** will be established when ARES® is deployed.. The NET will stay in operation until released by Emergency Management or an ARES® official. Refer to OPCON Levels.

a.) Standby Mode
When an ARES® net is in standby mode, normal communications on the repeater may continue, however, additional time should be given between transmissions to allow for net control to break in and give important announcements when needed.   The net control operator should periodically (no more that every 10 minutes, but no longer than one hour) announce the current status of the situation.

b.) Active Mode

In active mode, an ARES® net is in full operation as a directed net. All other communications should be moved to other repeaters. In this mode, the purpose of the net is to provide emergency communications as directed by Emergency Management. Event routine or tactical communications should be moved to the secondary frequency. Emergency and Priority traffic may be moved through the net and takes priority over all other transmissions. Tactical callsigns (e.g. "Shelter West") should be used at the shelters or remote locations.

3**. Message formats and Forms**

Messaging will be conducted via WebEOC. If the WebEOC system is not available or not accessible, a paper log should be maintained utilizing ICS Forms. All formal messages should be written on the appropriate form and a copy of the message retained. Record the time in local 24 hour format (e.g. 2:00 pm is reported as 1400 hours).

a) ARES® Tactical Conditions – ICS Form 214

Net Operations (check-ins, check-outs) and other significant events. Deployments, Assignments, Logistical needs.

b) EOC Messages – WebEOC or ICS Form 213

Requests for information, commands, conditions, status, etc.

C) Shelter Messages – WebEOC or ICS Form 213

Shelter status, Shelter needs, census, conditions, etc.

d) Health and Welfare / Formal Traffic – ICS Form 213

Evacuee health and welfare messages

4**. Documentation**

Good documentation is the most important aspect of providing emergency communications. Every message, log entry, and important event should be written down together with a date and time. While at the EOC or deployed location with Internet access, the WebEOC system will capture the date and time automatically.

If the WebEOC System is unavailable or inaccessible, a paper log should be maintained. Where possible and practical, ICS forms should be used for all logging. All formal messages should be written as appropriate (including date, time, heading, to and from) and a copy retained. Be clear, note the time zone used for recording events. Use 24 hour time.

5. Message/Traffic handling

Emergency and Priority traffic should always be handled first. Health and Welfare traffic should always be held until no other Emergency or Priority traffic is being passed. No routine traffic should be passed on an ARES® net.

Any messages that will be written (health and welfare) and delivered to a non-ARES® person should be done so on the proper form, normally an ICS-213. Any message given verbally that is to be transmitted should be written and verified by the originator prior to transmission to reduce errors.

A copy of all messages should be maintained by the ARES® operator and submitted to the EC at the end of the activation. **UNDER NO CIRCUMSTANCE SHOULD PERSONALLY IDENTIFIABLE INFORMATION BE TRANSMITTED OVER THE AIR WITHOUT THE EXPLICIT PERMISSION OF THE ORIGINATOR.** Addresses, Phone Numbers, Email Addresses, etc. of evacuees should never be transmitted over the air unless the evacuee gives explicit permission to do so.

Shelter evacuee lists containing such information should only be sent in a secure digital form (not via ham radio). If a secure means is not available, the information should be sent using a digital mode that is least likely to allow interception by an unauthorized third-party. If this is done, it should be agreed upon by both parties that the information could be compromised.

VI. Response Scenarios

The goal of this section is to provide general guidelines or at least an introduction to the typical responses for various scenarios. Every event will vary and require a different response pattern.

A. Hurricane

A hurricane is the most likely event requiring deployment of ARES® assets. The following outlines some of the steps that may be followed but each situation will be different so this is a guide **only**. Also, since the exact timing and path of a hurricane will vary the exact sequence and suggested times will vary.

1. Deployment schedule

a.) Weather forecast with anticipated hurricane landfalls are given well in advance. As such ARES® members have the opportunity to anticipate and operate in early OPCON Level 5 Awareness. Monitor the primary ARES® VHF/UHF frequency, check GO-Kits, and make plans with their families. This may occur about a week from projected landfall. Officially no ARES® action.

b.) As the hurricane approaches but prior to any decision to deploy, the ARES® Emergency Coordinator may move to OPCON Level 4 and activate ARES®. Early polling of members regarding availability may begin. However, final decision on availability of members and assignments will not yet be made. Emergency Management has not yet requested ARES deployment.

c.) The hurricane is still tracking toward Brunswick County and is only 3 or 4 days from landfall. Word to deploy has not yet been received but is imminently expected within the next 24 hours. OPCON 3 is now in effect. The EC may conduct Net Operation on a twice daily basis morning and evening to maintain contact within the ARES® community and share information.

d.) Deployment: OPCON 1 or 2. Determined by situation. Once volunteers are assigned locations other then the EOC, a full time net will be in operation. Contact should be made to adjacent county ARES to issue communication lines are open and available if needed.

e.) Deployment: OPCON 1: All ARES volunteers are deployed. Available manpower will dictate actual staffing but the minimum desired is two volunteers at each location. Three is optimum.

2. Shelters

The shelters opened by Emergency Management depends on multiple factors and will vary by situation. Shelter West (West Brunswick High School) will be opened first and the other primary shelters as needed. If the hurricane is severe enough the secondary shelters (middle schools) may also be opened. Any shelters not opened prior to storm landfall may yet be opened after the event to accommodate displaced persons and anticipated flooding. Therefore staffing may change.
Upon arrival at the shelter, check in with the Red Cross located at the main entrance. Introduce yourself(s) to the Red Cross Shelter Manager. Post the ARES placard on the door (copy available at the end of this document). There is also an ARES "On Call" placard available for your vehicle's dash or window

3. Shelter Conditions

Shelters are noisy, even with low census. The Red Cross opens additional space as the population grows but the initial concentration of evacuees will be in the area adjacent to the concession stand where ARES® members will be operating. Although it is desirable that ARES® be able to sleep in a remote uninhabited classroom, they are unlikely to be available. However, It is possible to set up a cot in the concession stand. Cellular service may not be available from within the concession area so breaks may be required to stay in touch with family.

The proximity of the evacuees to the ARES® transmissions means that it is   (a) noisy at night when trying to sleep and (b) they can hear radio communications. Even though food and water including some snacks are available from the   Red Cross, it is recommended you take some of your own favorites for the added comfort.

4 On Duty Periods

The first twenty four hours will see volunteers reasonably rested but operations beyond that point will required frequent rest periods and short net responsibilities. If operating alone, take frequent breaks.

5. Logging

As elsewhere detailed, ICS 213 will be used for messaging when WebEOC is not available. A hard copy ICS 213 should be maintained of messages transmitted via WebEOC. Form ICS 214 should also be maintained for each location. Finally, personal notes should be made on an ongoing basis for after action review.

6. Manpower Rotation

When volunteers are being solicited prior to the event (during OPCON 2 and 3), those unable to leave family during the hurricane might be available after and should be so noted. Then if roads are passable they may take over staffing at shelters or supplement existing staff.

If at all possible (roads are passable and safety of volunteers is not compromised) make assignments that permits rotation of volunteers. The planning and solicitation of volunteers should be conducted prior to deployment to all extent possible.

7. Duration

Volunteers should plan to be deployed for at least 72 hours. This will depend on the event but is a target time.

8. Demobilization

When ARES volunteers stand down, each location must have designated at least one person to submit all forms and logs to the Emergency Coordinator. It is also encouraged that after action notes be written within the week while memories are fresh for later presentation and discussion.

B. Tornadoes

The areas affected by tornadoes are typically more limited, however, a large tornado or multiple tornadoes can destroy cellular communications and require shelter operations. ARES should be available to assist and have emergency power capabilities for onsite operation. OPCON 4 o 5 at the outset.

C. Nuclear Emergency (Incidents at Brunswick Nuclear Power Plant)

Shelter in place is a likely action with follow-up evacuations. Go to OPCON 5 for further direction. Evacuation if required may be large scale and require assistance at strategic locations for traffic reports, accidents, and emergency assistance. Be prepared with mobile transmitters. Shelters will likely be opened within the county.

D. Terrorist Attack

It is impossible to fully predict the nature of this type of attack but as in all other emergencies, go to OPCON 5 and monitor your radio. Poisoned water supply, loss of utilities, explosions, transportation sabotage are a few of the possibilities. Think how you might need to react.

E. Other Emergencies

The list of other potential emergencies is lengthy and this is only a partial list. The reader is asked to think of how the emergency might unfold and ARES® support be required.

o Floods
o Tsunami
o Hazardous Materials (stationary & conveyed on transportation systems)
o Fires/Forest Fires (including those which may impact urban areas)
o National Security Emergencies
o Power Failures (long term large area)
o Earthquakes

**Whatever the event, remember that if it comes to the point where Emergency Management is relying on ARES for major message traffic, it will be intense. All ARES personnel may be extremely busy under difficult circumstances including limited sleep. Duty cycles, net control operator schedules, sleep periods, food and hygiene breaks must be accommodated to minimize personnel becoming exhausted and ineffectual.**

V. Deployment Locations:

ARES® members being deployed should be prepared to be in the field for 24 to 72 hours. Their Go-Kit, clothing, and hygiene kit should be packed accordingly. It is recommended that you pack some snacks and a basic first aid kit even though they may be available at the deployment location.

A. Emergency Operations Center (EOC), Bolivia, NC

3325 Old Ocean Highway (Building C) Bolivia, North Carolina 2842
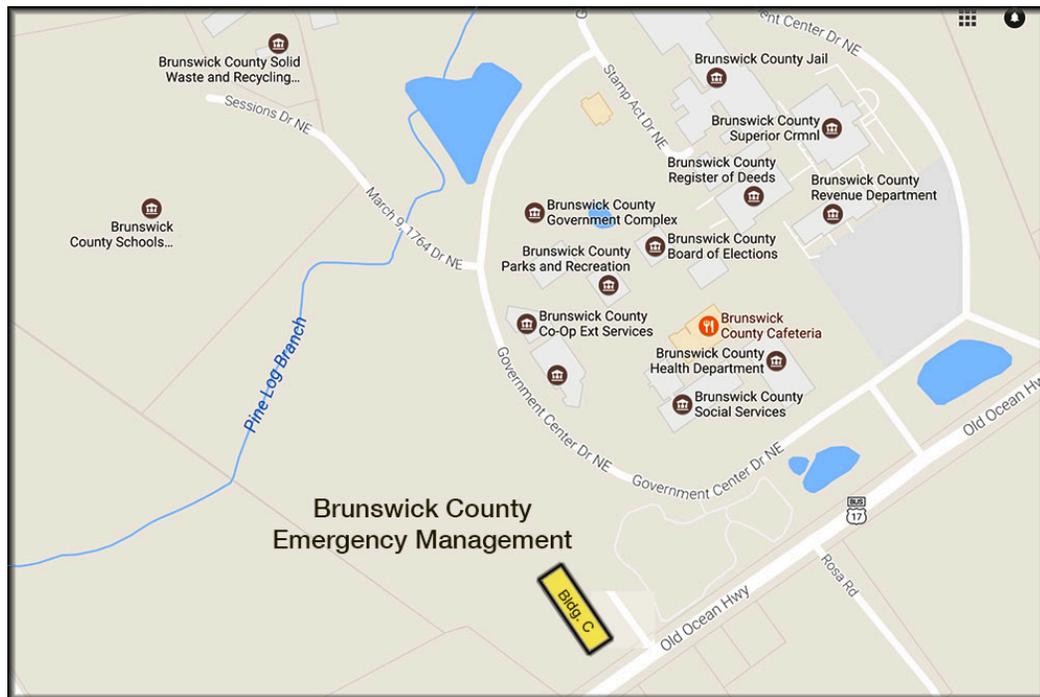
B. Calabash ARES EOC

9031 Beach Drive SW, Calabash, North Carolina

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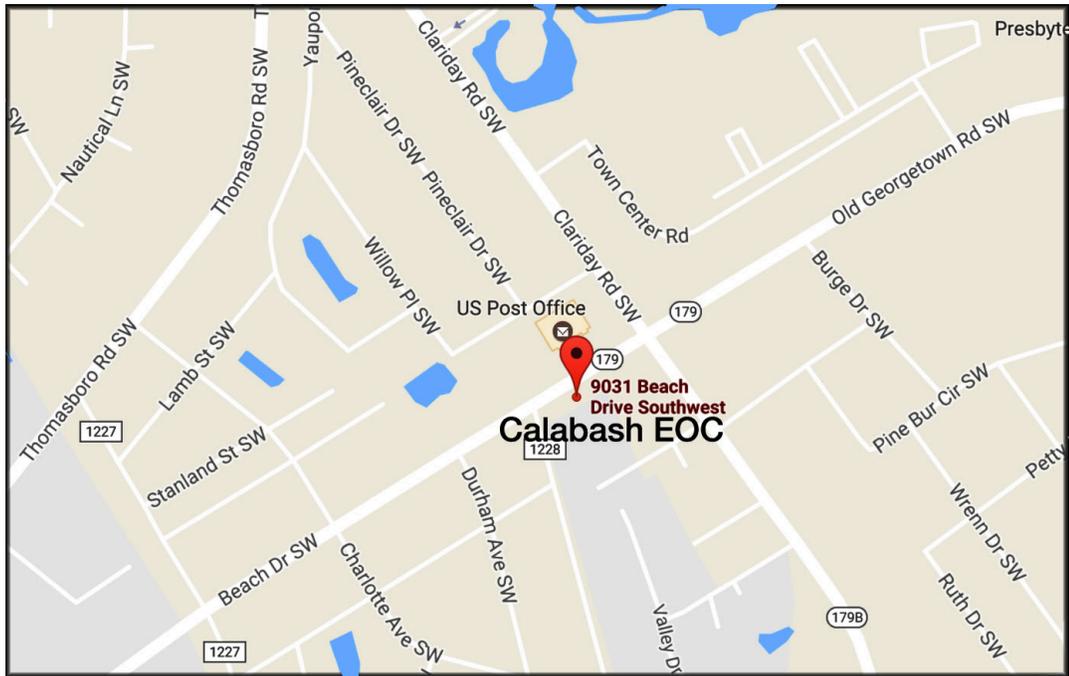
C. Shelters

There are six (6) shelters in Brunswick County; They are divided into primary and secondary. The primary shelters are high schools and secondary shelters are middle schools. The names and maps of their locations are listed as follows:

D. Primary Shelters

1. West Brunswick High School: Tactical Call: "Shelter West"

Address:	550 Whiteville Road, Shallotte, NC 28470
Phone:	(910) 754-4338

2.   South Brunswick High School: Tactical Call "Shelter South"

Address:	280 Couger Rd., Southport, NC 28461
Phone:	(910) 845-2203
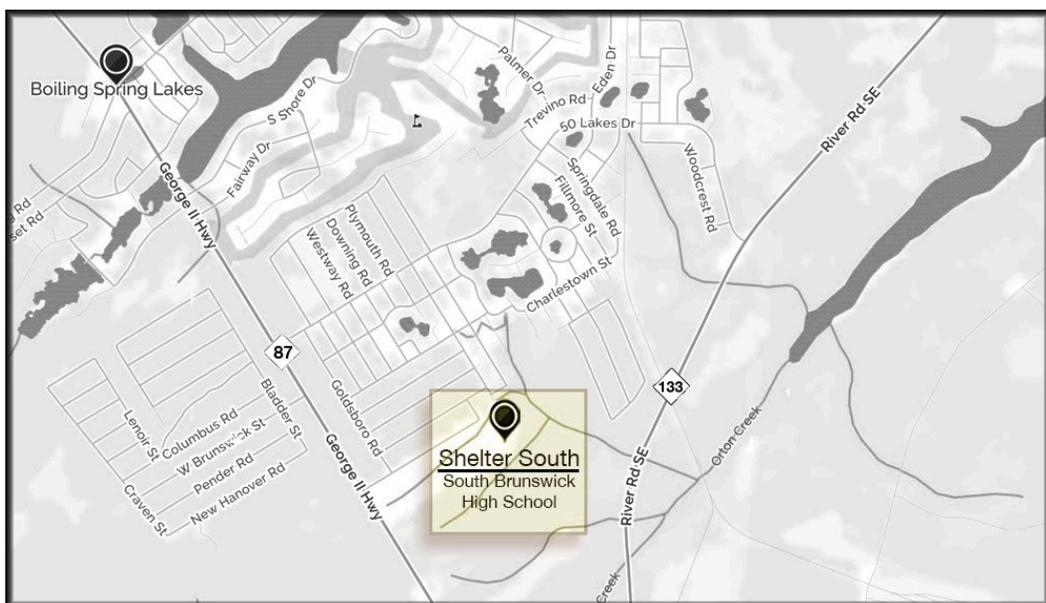
3. **North Brunswick High School: Tactical Call "Shelter North"**

      Address: 1395 Scorpion Dr. NE, Leland, NC 28451
      Phone: (910) 371-2261
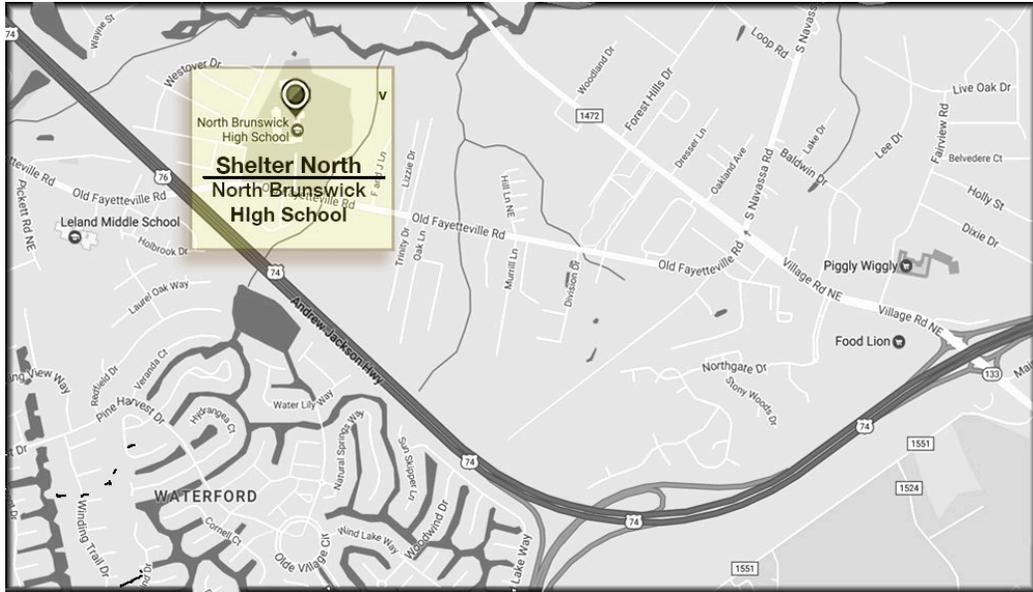
E. Secondary Shelters

1. Shallotte Middle School: Tactical Call "Shelter Middle West"

      Address: 225 Village Road, Shallotte, NC 28470
      Phone: (910) 754-6882
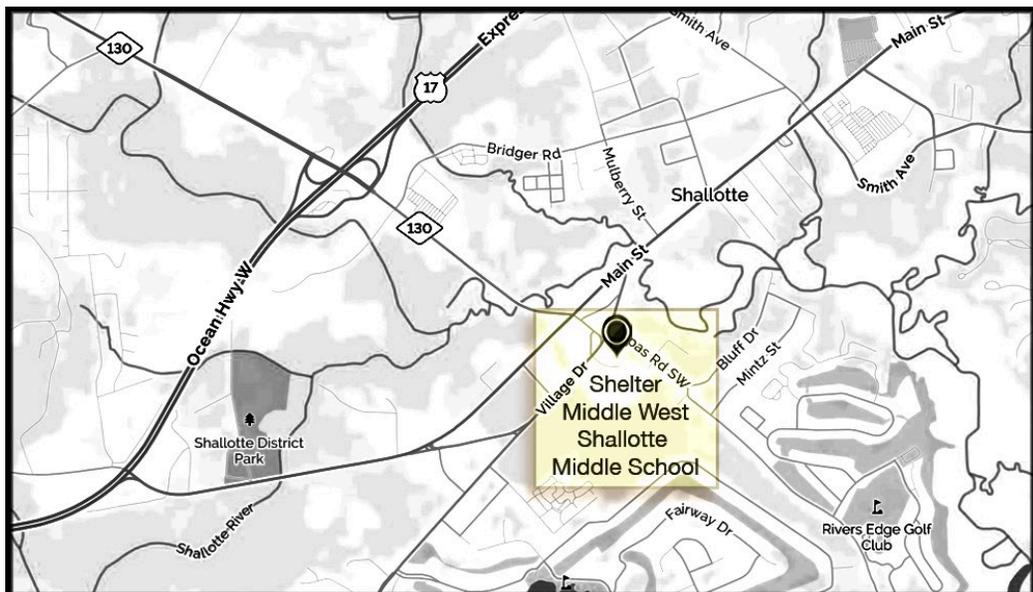
2. South Brunswick Middle School: Tactical Call "Shelter Middle South"

      Address: 100 Cougar Road, Southport, NC 28461
   **Phone:**   (910) 845-2771

3. Leland Middle School: Tactical Call "Shelter Middle North"

      Address: 35 Referendum Dr. NE, Bolivia, NC 28422
      Phone: (910) 253-2900
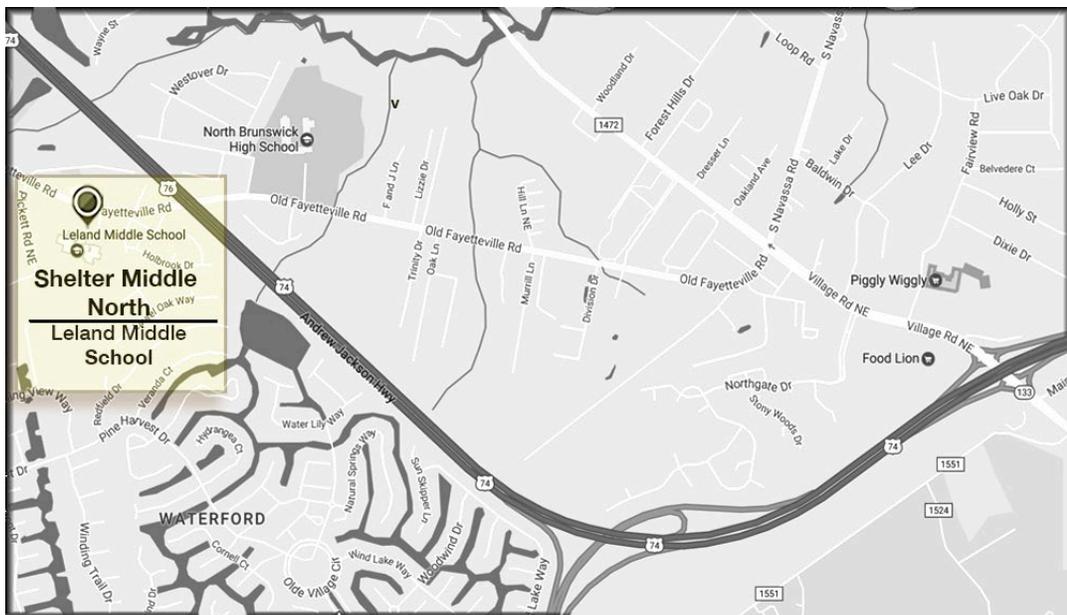
VI. Demobilization

All ARES members participating in an event should document all-important details of the event utilizing forms ICS 213 and 214.   All activities and communications should be time stamped. Leave your area clean with chairs, replaced, cots folded, etc. All borrowed equipment should be re-packed and taken back to where it was obtained.

A. Forms submittal

All written notes, messages, logs, etc. should be submitted to the Emergency Coordinator. Any electronic correspondence not available in the WebEOC system should also be submitted to the EC.

B. After action report

All recorded information for the event and information on the overall response of the organization should be compiled and put into a report. That report is submitted to Emergency Management for use in the debriefing.

C. Debriefing

Emergency Management usually conducts a de-briefing meeting following an activation to discuss the overall response. This gives all agencies a chance to learn about problems that arose and how to potentially avoid them in the future. Inter-agency communications are also reviewed and criticized. In most cases, only the Emergency Coordinator or the designated AEC for the event needs to attend the de-briefing.

APPENDIX I. List of Served Agencies and Contacts

1. **Brunswick County Emergency Management:**
   ARES Served Agency

   Address: 3325 Old Ocean Highway (Building C) Bolivia, North
                     Carolina 2842
   Phone Number: (910) 253-5383
   Director: Brian Watts
   Deputy Director: Scott Garner (ARES Liaison)

   Email: emergency.services@brunswickcountync.gov

2. **Other Contacts:** NOT served agencies but may be supported by
   Brunswick County ARES with the consent or direction of Brunswick
   County Emergency Management.

   Cape Fear Chapter of the American Red Cross

   Address: 1102 S. 16th Street Wilmington, NC
   28401

   Number: 910-762-2683

   Executive Director: Vicki LaBelle
   Emergency Services Director: Victoria Kling

3. **Others:**

   Requests to activate other centers of operations will be evaluated
   on their need and availability of ARES operators. Such requests
   should also be approved by Brunswick Emergency Management.
   The nature and method of support will need to be evaluated and
   determined by such as number of operators and equipment to be
   used will be determined by the ARES Emergency Coordinator.

APPENDIX II. ICS FORMS

A. ICS Form 213 General Messages

1. Incident Name (Optional)**:**		
2. To (Name and Position)**:**		
3. From (Name and Position)**:**		
4. Subject:	**5. Date:** Date	**6. Time** HHMM

7. Message:

8. Approved by: Name: Signature: _____   Position/Title:

9. Reply:

10. Replied by: Name: Position/Title: Signature: _____

ICS 213	Date/Time: Date

ICS 213General Message

Purpose. The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

Preparation. The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

Distribution. Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

Notes:

- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	**Incident Name** (Optional)	Enter the name assigned to the incident. This block is optional.
2	**To** (Name and Position)	Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
3	**From** (Name and Position)	Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
4	**Subject**	Enter the subject of the message.
5	**Date**	Enter the date (month/day/year) of the message.
6	**Time**	Enter the time (using the 24-hour clock) of the message.
7	**Message**	Enter the content of the message. Try to be as concise as possible.
8	**Approved by** • Name • Signature • Position/Title	Enter the name, signature, and ICS position/title of the person approving the message.
9	**Reply**	The intended recipient will enter a reply to the message and return it to the originator.
10	**Replied by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24-hour clock).

B. ICS Form 214 Activity log

1. Incident Name	2. Operational Period (Date/Time) From: To:	UNIT LOG ICS 214-CG
3. Unit Name/Designators	4. Unit Leader (Name and ICS Position)	

5. Personnel Assigned

NAME	ICS POSITION	HOME BASE

6. Activity Log (Continue on Reverse)

TIME	MAJOR EVENTS

7. Prepared by:	Date/Time

Note: Image shown is compressed view.

UNIT LOG (ICS FORM 214-CG)

Purpose. The Unit Log records details of unit activity, including strike team activity or individual activity. These logs provide the basic reference from which to extract information for inclusion in any after-action report.

Preparation. A Unit Log is initiated and maintained by Command Staff members, Division/Group Supervisors, Air Operations Groups, Strike Team/Task Force Leaders, and Unit Leaders. Completed logs are submitted to supervisors who forward them to the Documentation Unit.

Distribution. The Documentation Unit maintains a file of all Unit Logs. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Check-In Location	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Unit Name/Designators	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4.	Unit Leader	Enter the name and ICS Position of the individual in charge of the Unit.
5.	Personnel Assigned	List the name, position, and home base of each member assigned to the unit during the operational period.
6.	Activity Log	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.)
7.	Prepared By	Enter name and title of the person completing the log. Provide log to immediate supervisor, at the end of each operational period.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

APPENDIX III GO KIT CONTENT SUGGESTIONS

GO Kit Content Suggestions Brunswick County NC ARES				
Category	Item	Applicabl	Packed	Notes
Radio	Handi Talkie			
	Spare Batteries			
	Battery Charger			
	AC Adapter			
	DC Adapter			
	Base Station Rig			
	Power Supply			
	Terminated Coax			
	Power/SWR Meter			
	Adapter for PL-259			
	Other Adapters			
	Operator Manual			
	Mag Mount Antenna			
	Extra Coax			
	Rope			
	Speaker/Microphone			
	Boom Mic			
	Power Strip			
	Extension Cord			
	Power Pole connectors			
	Power Pole Connector Crimp Tool			
	Leatherman			
	Battery charger for Ht batteries			
	Maps			
Other	Baggies			
	Clock			
	Folding Table			
	Chair			
	Portable AM/FM Radio			
	Weather Radio			
	Cell Phone and charger			

GO Kit Content Suggestions Brunswick County NC ARES				
Category	Item	Applicable	Packed	Notes
Personal	Medications			
	Tylenol			
	Aleve			
	License Copy			
	First Aid Kit			
	Wet Ones			
	Flash Light			
	Magnifying Glass			
	Tooth Brush			
	Tooth Paste			
	Shaving Cream Razor			
	Flash Light			
	Clothes Change			
	HEPA Dust Maask			
	Gloves			
	Thermal Blanket			
	Brunswick County ARES ID			
	Wide Brimmed Hat			
	Toilet Paper			
	Ear Plugs			

APPENDIX IV. BRUNSWICK COUNTY HURRICANE MAP

## EMERGENCY SERVICES
of Brunswick County, NC

Hurricane Hotline: 1-800-522-2366

HURRICANE EVACUATION MAP

AMERICAN RED CROSS - Hurricane Shelters

① North Brunswick High School
114 Scorpion Dr, Leland, NC
② South Brunswick High School
280 Cougar Rd., Boiling Spring Lakes, NC
③ West Brunswick High School
550 Whiteville Rd., Shallote, NC

④ Leland Middle School
927 Old Fayetteville Rd., Leland, NC
⑤ Shallote Middle School
225 Village Rd., Shallote, NC
⑥ South Brunswick Middle School
100 Cougar Rd., Boiling Spring Lakes, NC

☆ Contact the Brunswick County Animal Services
Department for pet sheltering needs.
429 Green Swamp Rd., Supply, NC 28462
Phone: 910.754.8204
Fax: 910.755.6433

Evacuate before you are told to do so if:
-You live in a mobile home
-You live in a high-rise
-You live on the coast or near water
-You feel you may be in danger

If an evacuation is ordered:
-Leave at once
-Bring your disaster supply kit
-Follow advised evacuation routes
-Keep away from coastal areas or inland water
-Let others know your plans

Brunswick County Emergency Services
3325 Old Ocean Highway, Bolivia, NC 28422
Phone: 1.800.522.2366 Fax: 910.253.4451

Not all shelters may be open during a state of emergency.
In the event of an evacuation, please check with your local
media stations or call the Brunswick County Emergency
Services Department for specific shelter openings.

AMATEUR RADIO

EMERGENCY SERVICES

ON CALL

AMATEUR RADIO

EMERGENCY SERVICES
AUTHORIZED PERSONNEL ONLY