

## FACILITY MANAGER'S LETTER

Date \_\_\_\_\_, 201 \_\_\_\_\_

Amateur Radio Operator: \_\_\_\_\_

The above named Amateur Radio Operator (ARO) has been assigned to your facility to provide Back-up and emergency communications to the Volusia County Emergency Operations Center (EOC). In the event that all communications fail or if it is difficult to contact the EOC, your ARO will be able to pass your messages. When sending a message, please do the following.

1. Put all messages in writing – (Except emergency messages)
2. Sign and date all messages –
3. Make the message as short as possible – (25 words or less)

Please provide the name of the individual authorized to send messages to the EOC. This will help prevent confusion and duplication of messages. Also advise whom the operator can approach in the event you are busy with other issues.

If it is possible, please try to assign your operator a “runner”. When messages come from the EOC to your facility, the “runner” will deliver the messages to you. This way the Amateur Radio Operator will be at their station to receive and pass more messages. This Person does not have to be a shelter staff member. For example, the person can be an Evacuee. This person, however, must be over the age of 18.

Your Amateur Radio Operator is there to provide only radio communications. They are not to do other tasks due to liability reasons per instructions by the Volusia County EOC. If the Amateur Radio Operator volunteers to do other tasks besides communications (Amateur Radio), they are doing this as an evacuee and not as a Volusia ARES member.

On behalf of the Volusia County Amateur Radio Emergency Service, I would like to  
Thank you in advance for your cooperation

Sincerely,

Karl Martin KG4HBN

Volusia County ARES, Emergency Coordinator