

# **Richland CERT Member Overview**

## **And EOC Virtual Tour**

**Rev. 2.16.26**

## ***Richland CERT members - Primary Roles:***

### ***Prior to an activation***

Participate in training opportunities and exercises to develop and practice emergency communications skills.

Be available and willing to report to the EOC radio room for coverage OR respond off-site during emergency activations as requested by Richland County Emergency Services or Richland County ARES leadership.

### ***Richland EOC – CERT roles during an activation***

Operate communications equipment and ancillary systems.

*(Radio Room Operators – 1 or 2 CERT members)*

**Documentation, ICS-214 for the event**

*(Scribe – 1 CERT member)*

## CERT Notebook – Reference documents and forms you may need during an EOC activation

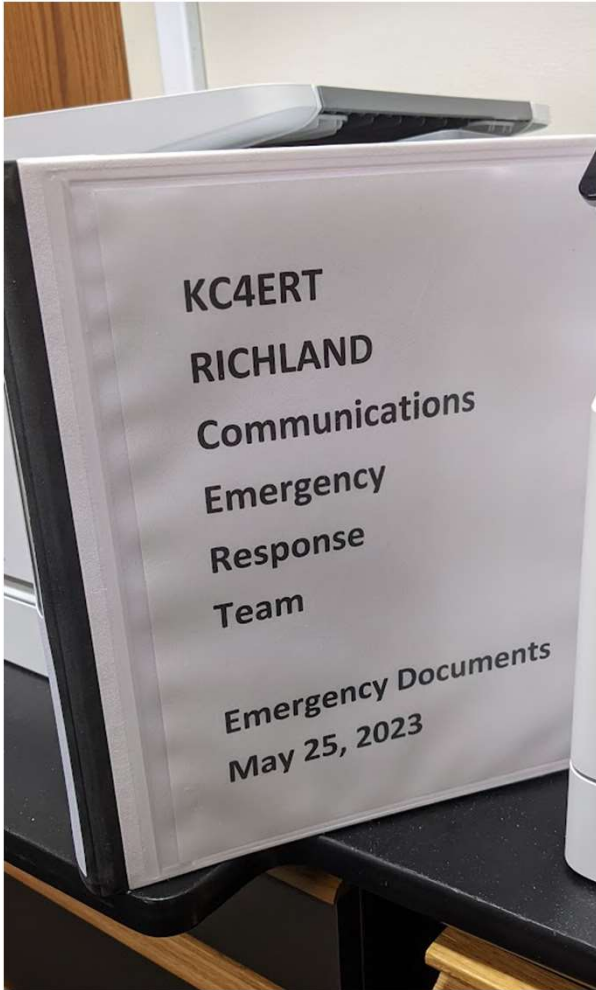


Table of Contents *KC4ERT Constitution & By Laws*

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5	ICS 205A Communications List - Blank forms and instructions
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8	ICS 213 General Message - Blank forms and instructions
9	ICS 213 RR (Resource Request) - Blank forms and instructions
10	Palmetto Resource Request - Blank forms and instructions

***Radios***

# ***Operating Radios – Please Notice!***

***Practical advice for CERT radio room operators:***

***Whether at home or in the EOC, the radios that we operate generally have sophisticated controls. A few wrong buttons pushed, or settings improperly changed, can inadvertently make the radio unusable.***

***It is important to learn and practice to become familiar with radios in the radio room before an emergency. CERT members are expected to take advantage of opportunities like EOC Familiarization Thursdays, and other planned exercises for that purpose.***

***If these opportunities are not sufficient or do not suit your schedule, let us know; we can schedule other opportunities for you.***

***Most important***

***During an emergency is not a good time to try and guess how to use a radio.***

**EOC Radio Room – South wall**  
*Current State – as of January 6, 2026*

**FUTURE DMR Radio**

Motorola XPR 5550e

*(Currently - No power,  
No antenna)*

*Pending Antenna Installation*

**Yaesu FTM-500  
Dual Band**



**Motorola  
XPR 5550e  
VHF**

**FUTURE GMRS Radio**

Motorola CMD 1250

*(Currently LGR)*

*Pending Antenna  
Installation*

Yaesu FTM-500D



## ***References***

### General references

SC Tactical Guide – In CERT Notebook

Richland Tactical Guide – In CERT Notebook

### Specific references – *(See also next slide.)*

Operating Manual – Copy in Gary's Notebook

Gary's Notebook – All programmed frequencies

Nifty Mini-Manual – Need Dave to purchase

### ***Something additional***

#### ***CERT 2 or 3-page guidance document***

– CERT developed OP/SOP to help users become familiar with the specific radios we will be using.

### Specific situation references

Current ICS-217A

Current ICS-205

## Radio Reference Notebooks

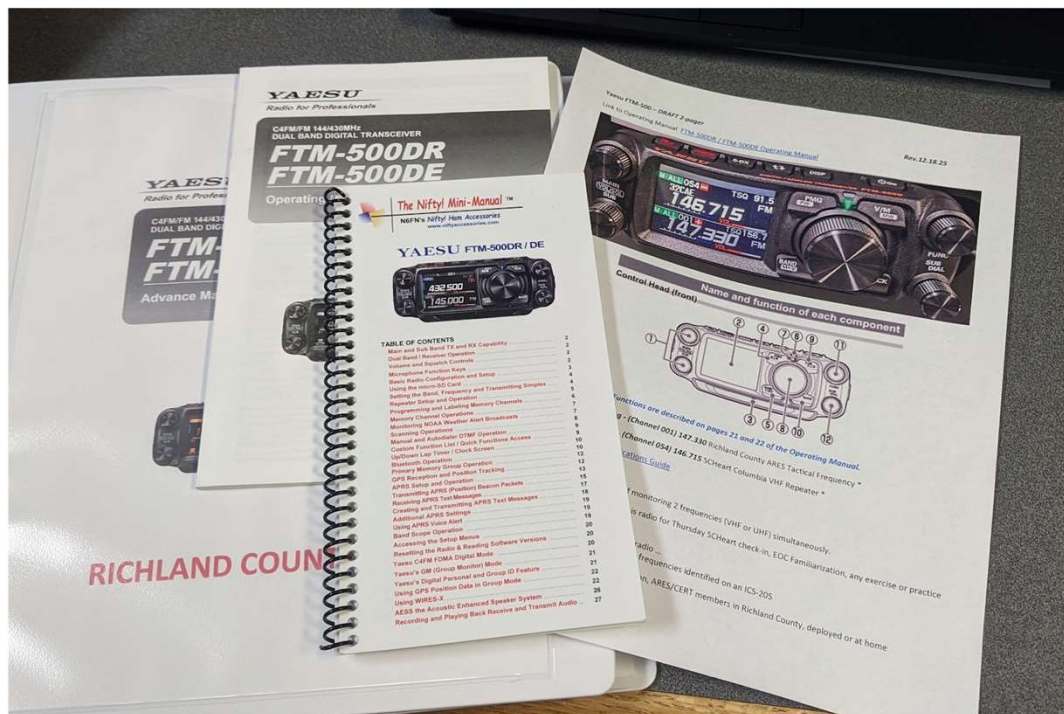
### Yaesu FTM-500 Reference notebook (Gary's notebook)



RCEMD 20250327 Updated

Channel	Receive F <sub>r</sub>	Transmit F <sub>t</sub>	Offset	Freq/Offset	Dir	Name	Tone	Mod	CTCSS	DCS
1	147.330	147.930	600 kHz	Plus		COLA ARC	T Sq		156.7 Hz	
2	145.270	144.670	600 kHz	Minus		St Andrews	DCS			832
3	145.370	144.770	600 kHz	Minus		KAMWIN	DCS			311
4	147.980	147.980	600 kHz	Plus		K4H Columbia	T Sq		100.0 Hz	
5	146.775	146.175	600 kHz	Minus		Fort Jackson	T Sq		156.7 Hz	
6	146.670	146.070	600 kHz	Minus		St. Matthews	T Sq		156.7 Hz	
7	146.910	146.310	600 kHz	Minus		Sakuda	T Sq		123.0 Hz	
8	147.000	147.600	600 kHz	Plus		Lexington	T Sq		123.0 Hz	
9	147.210	147.810	600 kHz	Plus		Lt. Mountain	T Sq		156.7 Hz	
10	147.255	147.855	600 kHz	Plus		Ridge ARC	Tone		123.0 Hz	
11	147.390	147.990	600 kHz	Plus		Lexington	Tone		156.7 Hz	
12	144.390	144.390				Simplex APRS	None			
13	145.530	145.530				Simplex VARA FM	None			
52	146.715	146.115	600 kHz	Minus		30Conway	T Sq		162.2 Hz	
53	146.760	146.160	600 kHz	Minus		31CHS-AW	T Sq		123.0 Hz	
54	146.715	146.115	600 kHz	Minus		32CAE	T Sq		91.5 Hz	
55	147.105	147.705	600 kHz	Plus		33CHS-WA	T Sq		123.0 Hz	
56	146.715	146.115	600 kHz	Minus		34Whiteh	T Sq		123.0 Hz	
57	146.685	146.085	600 kHz	Minus		35Floren	T Sq		91.5 Hz	
58	145.370	144.770	600 kHz	Minus		37GRNPM	T Sq		123.0 Hz	
59	146.850	146.250	600 kHz	Minus		38Edgefld	T Sq		91.5 Hz	
60	146.880	146.280	600 kHz	Minus		39OBurg	T Sq		123.0 Hz	
61	147.030	146.430	600 kHz	Minus		40RockHl	T Sq		86.5 Hz	
62	147.345	147.945	600 kHz	Plus		42BCHISL	T Sq		91.5 Hz	
63	147.015	147.615	600 kHz	Plus		44Sumter	T Sq		156.7 Hz	
64	147.030	147.630	600 kHz	Plus		45Barnwl	T Sq		156.7 Hz	
65	146.805	146.205	600 kHz	Minus		46MRLIL	T Sq		85.4 Hz	
66	147.090	147.690	600 kHz	Plus		47Sptnbg	T Sq		162.2 Hz	
67	146.835	146.235	600 kHz	Minus		48Union	T Sq		123.0 Hz	
68	441.675	446.675	5.00 MHz	Plus		50Conway	T Sq		162.2 Hz	
69	441.725	446.725	5.00 MHz	Plus		51CHSAWD	T Sq		123.0 Hz	
70	441.725	446.725	5.00 MHz	Plus		52CAE	T Sq		91.5 Hz	
71	441.575	446.575	5.00 MHz	Plus		53CHSWAL	T Sq		123.0 Hz	
72	441.675	446.675	5.00 MHz	Plus		54Whiteh	T Sq		123.0 Hz	
73	441.575	446.575	5.00 MHz	Plus		55Floren	T Sq		91.5 Hz	
74	441.675	446.675	5.00 MHz	Plus		57GRNPMT	T Sq		91.5 Hz	
75	441.525	446.525	5.00 MHz	Plus		58AIKEN	T Sq		91.5 Hz	
76	441.750	446.750	5.00 MHz	Plus		59OBurg	T Sq		123.0 Hz	
77	441.525	446.525	5.00 MHz	Plus		60RckHl	T Sq		162.2 Hz	
78	443.125	448.125	5.00 MHz	Plus		62BCHISL	T Sq		91.5 Hz	
79	441.625	446.625	5.00 MHz	Plus		63GRNWD	T Sq		91.5 Hz	
80	441.625	446.625	5.00 MHz	Plus		64Sumter	T Sq		162.2 Hz	
81	442.000	447.000	5.00 MHz	Plus		65Bmwel	T Sq		91.5 Hz	
82	441.950	446.950	5.00 MHz	Plus		67SPTNbg	T Sq		162.2 Hz	
83	146.745	146.145	600 kHz	Minus		82DILLON	T Sq		82.5 Hz	
102	147.330	147.330				Simplex 330 Simplex	None			

Page 1



Left to right in the photograph:

Gary's Notebook – Contains a list of all programmed frequencies, a copy of the Operating Manual, along with other Yaesu service manuals, and an envelope with a memory card containing a backup copy of all current frequencies.

Nifty Mini-Manual – Need Richland County to order

**Something in development:** CERT 2 or 3-page guidance document (OP/SOP). Experienced users work with new users to understand the essential functions of this radio.

Far right - The envelope from Gary's notebook with a memory card containing a backup copy of all current frequencies.

## Yaesu FTM-500 – DRAFT 2-pager (Excerpt)

### Concept:

A CERT member experienced with this radio works with other CERT members to provide one-on-one training on the essential functions of the radio as described in the 2-pager guidance document.

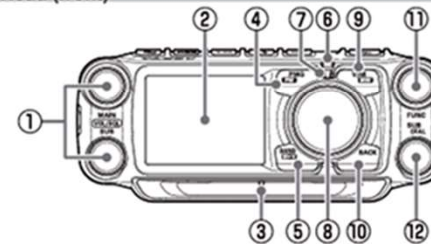
This can be accomplished during scheduled Thursday EOC Familiarization dates, planned exercises, or other prearranged opportunities.

Link to Operating Manual [FTM-500DR / FTM-500DE Operating Manual](#)



Name and function of each component

Control Head (front)



Functions are described on pages 21 and 22 of the Operating Manual.

MAIN Band - **Normal setting - (Channel 001) 147.330** Richland County ARES Tactical Frequency \*

SUB Band - **Normal setting - (Channel 054) 146.715** SCHeart Columbia VHF Repeater \*

\* Per the [SC Tactical Communications Guide](#)

**This radio is used for ...**

This is a dual-band radio capable of monitoring 2 frequencies (VHF or UHF) simultaneously.

We would regularly practice using this radio for Thursday SCHeart check-in, EOC Familiarization, any exercise or practice opportunity

During an activation we would use this radio ...

- to monitor, send, and receive traffic on frequencies identified on an ICS-205

- with the Richland ARES Net Control Station, ARES/CERT members in Richland County, deployed or at home

- with State EOC personnel

## Motorola XPS 5550e



### *Channels*

- 1 ESD PAGE (FJ)
- 2 Page SIM
- 3 Melrose Rep
- 4 Melrose SIM
- 5 COL-HEART
- 6 SUM-HEART
- 7 147.33000
- 8 147.000
- 9 COL-WX (Weather)
- 10 ST ANDREWS
- 11 HOPKINS HAM
- 12 HOPKINS DIH

This is a functioning VHF radio. We would like to add more descriptive identifiers to the screen names (frequency and name – Example 146.715 – SC Heart Cola VHF)

We would like to have a printed list of stations by name and frequency.

This is a radio we can practice using during EOC familiarization.

**(Question: Is this radio limited to VHF only? Could we add UHF channels?)**

## Motorola CMD 1250



### *Channels*

North BLW  
South East  
North West  
North East  
Downtown  
USC PD  
FA PD  
20/21 Talk

The radio in this slot is currently a functioning LGR radio. (We'll still have LGR, but on the other side of the room)

This radio will be reprogrammed to become a GMRS radio.

We would like to add more descriptive identifiers to the screen names (frequency and name – Example **462.625 Ballentine**)

We would like to have a printed list of stations by name and frequency.

This is a radio we can test during EOC familiarization.

**(Question: Will the radio be limited to GMRS only? Could we add non-GMRS channels?)**

**Power Supplies – South wall radios**



## EOC Radio Room – North wall

Current State – **as of January 6, 2026**

Motorola APX  
Palmetto 800 Radios  
(Not an amateur radio)



Motorola MaxTrac  
LGR – Local Government Radio,  
aka Low Band radio  
(Not an amateur radio)



## Motorola APX

#1<sup>st</sup> priority when contacting the State Warning Point

Palmetto 800 SC Statewide Public Safety Radio System

Palmetto is a trunked radio system, frequencies are automatically selected

We would not use Amateur Call Signs on this radio. (It's not a big deal if you do.)

Is this a radio we can test during EOC familiarization by calling the SWP?

### *Channels*

***SC EMD Midlands – “Home” channel***

SC EMD Piedmont

SC EMD Upstate

SC EMD Low Country

SC EMD Pee Dee

SC EMD Catawba

SC EMD Savannah

SC EMD CALL

SC EMD OP1



## Motorola APX

#2<sup>nd</sup> priority when contacting the State Warning Point

Palmetto 800 SC Statewide Public Safety Radio System

Palmetto is a trunked radio system; frequencies are automatically selected.

We would not use Amateur Call Signs on this radio. (It's not a big deal if you do.)

Is this a radio we can test during EOC familiarization by calling the SWP?



## Channels

**PSCCALL** – “Home” channel

PSCMA1

PSCMA2

PSCMA3

PSCMA4

PSCMA5

PSCMA6

PSCMA7

PSCMA8

PSCMA9

PSCM10

PSCM11

PSCM12

PSCM13

PFEDCALL

## Motorola MaxTrac

3<sup>rd</sup> priority when contacting the State Warning Point

LGR radio – Use this to contact the State Warning Point.

LGR = Local Government Radio This is “low band” 29.7–50 MHz, previously used by SC Highway Patrol

We would not change the channel or frequency on this radio.

This is a radio we can test during EOC familiarization by calling the SWP.

We would not use Amateur Call Signs on this radio. (It’s not a big deal if you do.)



## Headphones



**Parking Deck  
Antennas**

**Future antenna for  
DMR and GMRS  
radios – Currently,  
no coax in place.**

**KC4ERT-10  
Winlink  
RMS node  
antenna**

**LGR – Local  
Government  
radio (Low  
band)**

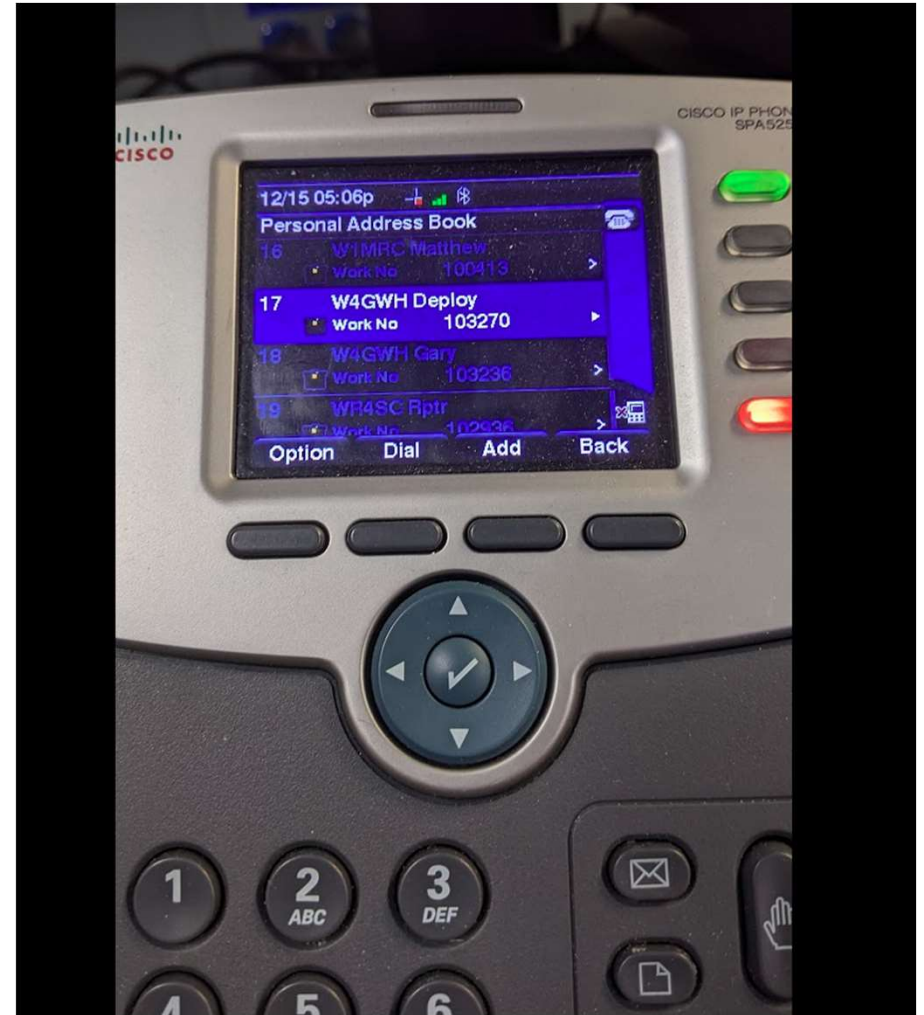
**Yaesu FTM-500  
Dual band  
(South wall –  
Top right)**

**Motorola  
5550e UHF  
(South wall -  
Bottom left)**



***Phones***

## Ham Over IP



## Satellite phone (Iridium phone)

- This phone will not work inside the building; you must be outside.
- This phone operates like a cell phone.
- We can practice with this phone on Thursdays.



## VC Summer Nuclear Station Satellite Phones



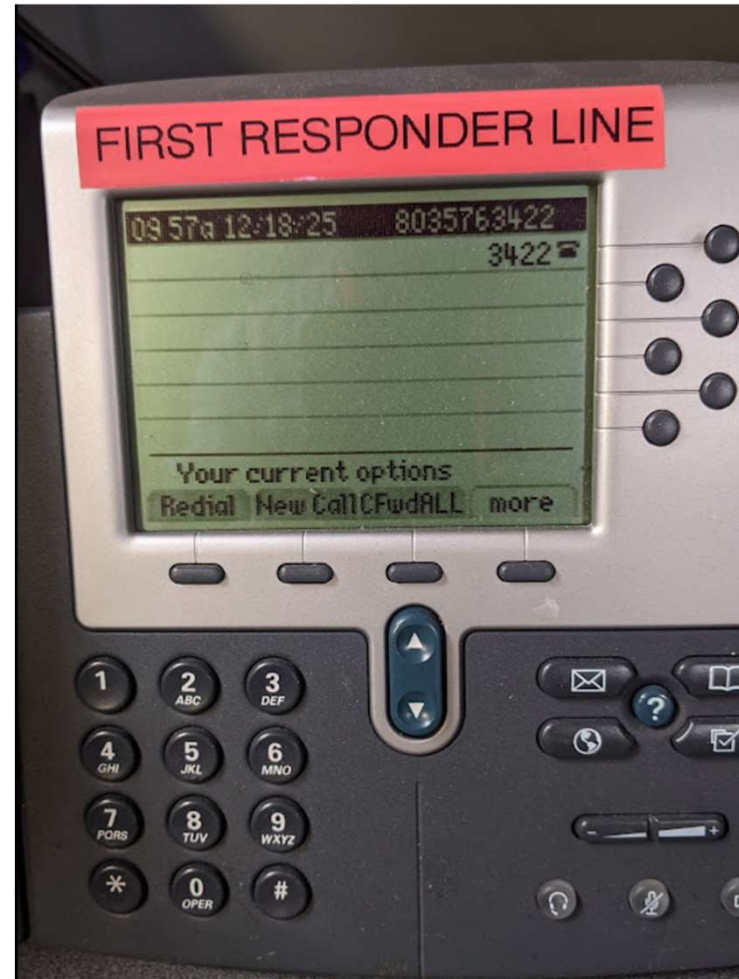
Labeled "VC Summer Satellite Decision Line"  
- For Senior Decision Makers



The other currently unlabeled phone.  
"VC Summer Satellite Warning Line"  
This line is to report initial warnings from VC Summer Nuclear Station.  
We plan to get this phone labeled.

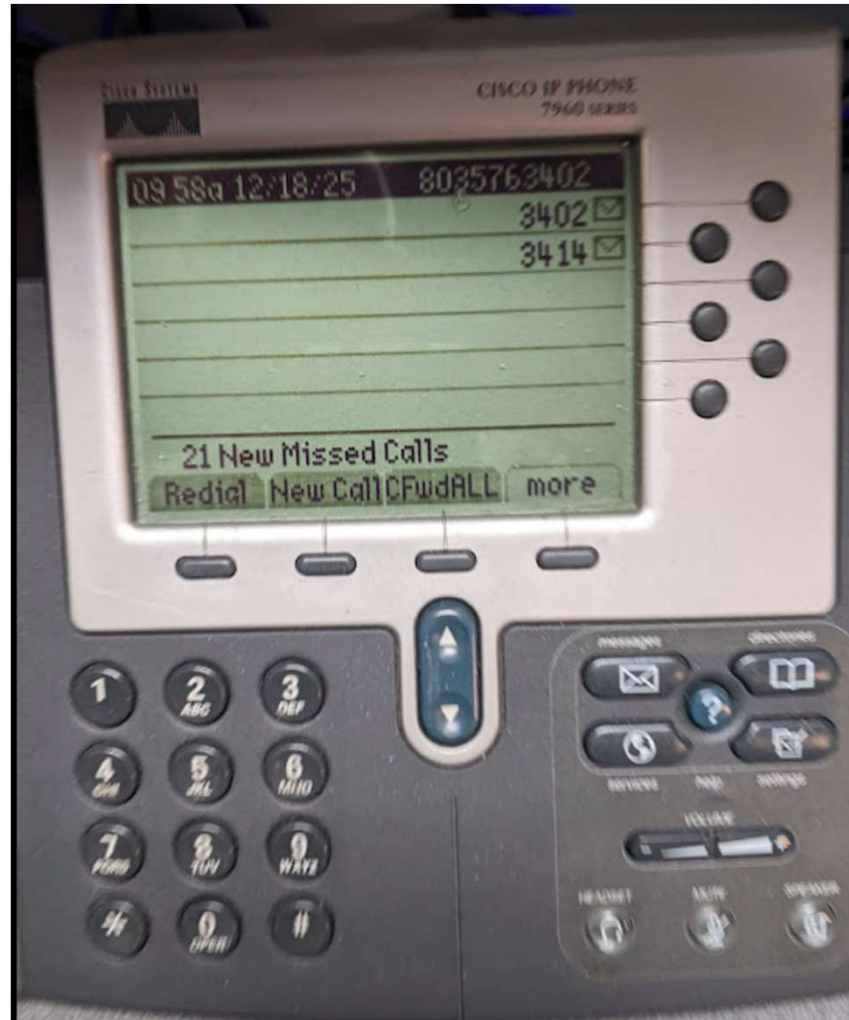
## Telephone

First Responder Line – 803 576 3422



Telephone

Public Phone Line 803 576 3402



## Radio room – FAX

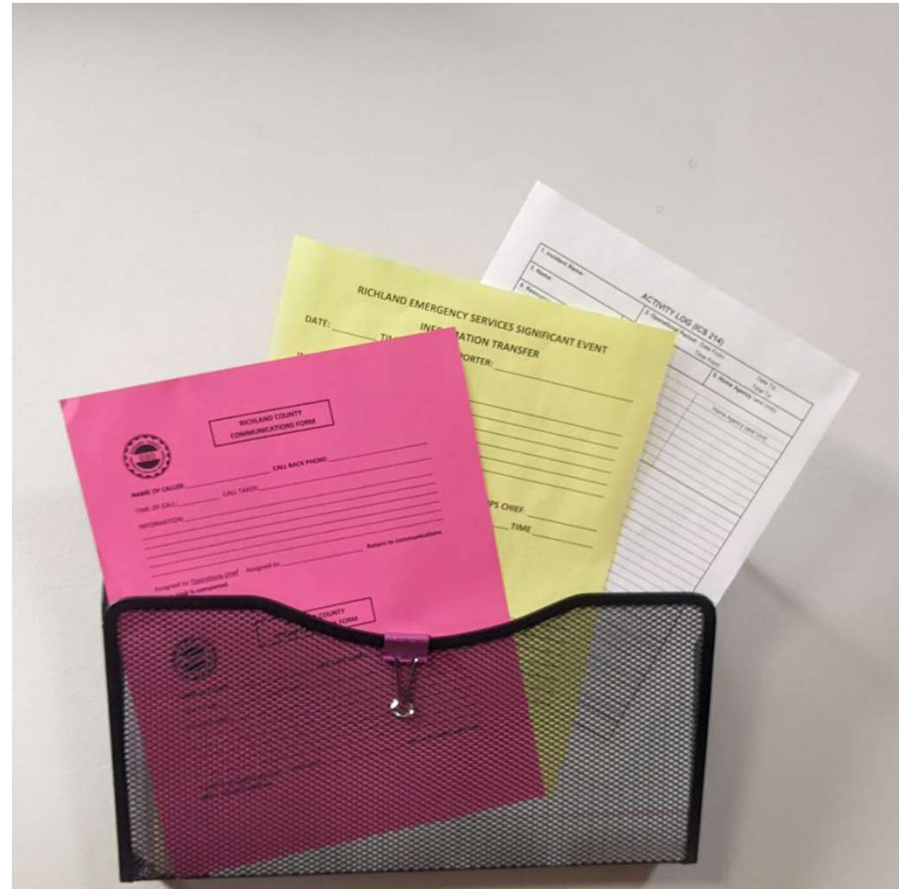
To send a FAX, dial 9 plus the number



***Other Support  
Processes  
& Systems***

# EOC Documents

Copies are available on the North wall of the radio room.



## Pink Sheets

### – Initiation and flow

*Pink sheets are generated for incoming reports to the EOC.*

#### Types of traffic can include:

- Requests for assistance from Richland County
- Reports of damage
- Resource requests
- Health and welfare

#### Sources can include:

- Amateur radio
- State EOC
- First responder phone
- Public phone
- VC Summer Warning Phone
- Incoming Fax
- Winlink

The image shows two identical pink communication forms for Richland County. Each form is divided into two main sections. The left section contains a header with the Richland County seal and the title 'RICHLAND COUNTY COMMUNICATIONS FORM'. Below the header are fields for 'NAME OF CALLER:', 'CALL BACK PHONE:', 'TIME OF CALL:', and 'CALL TAKER:'. There are several horizontal lines for 'INFORMATION:'. At the bottom of this section, it says 'Assigned to: Operations chief when task is completed.' and 'Assigned to: \_\_\_\_\_ Return to communications'. The right section is titled 'ACTION TAKEN:' and has several horizontal lines for recording actions.

**Yellow Sheets  
– Initiation and flow**

**Yellow sheets are generated for  
Significant Events.**

**These are initiated by Deputy  
Director, Chase Woods.**

**A Pink Sheet can be upgraded to  
a Yellow Sheet based on Chase's  
discretion.**

RICHLAND EMERGENCY SERVICES SIGNIFICANT EVENT  
INFORMATION TRANSFER

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ REPORTER: \_\_\_\_\_

INFORMATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SEND THIS FORM TO: OPERATIONS CHIEF. TIME TO OPS CHIEF: \_\_\_\_\_  
\_\_\_\_\_ GAVE TO \_\_\_\_\_ TIME \_\_\_\_\_

++++++ACTION TAKEN++++++

ASSIGNED TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

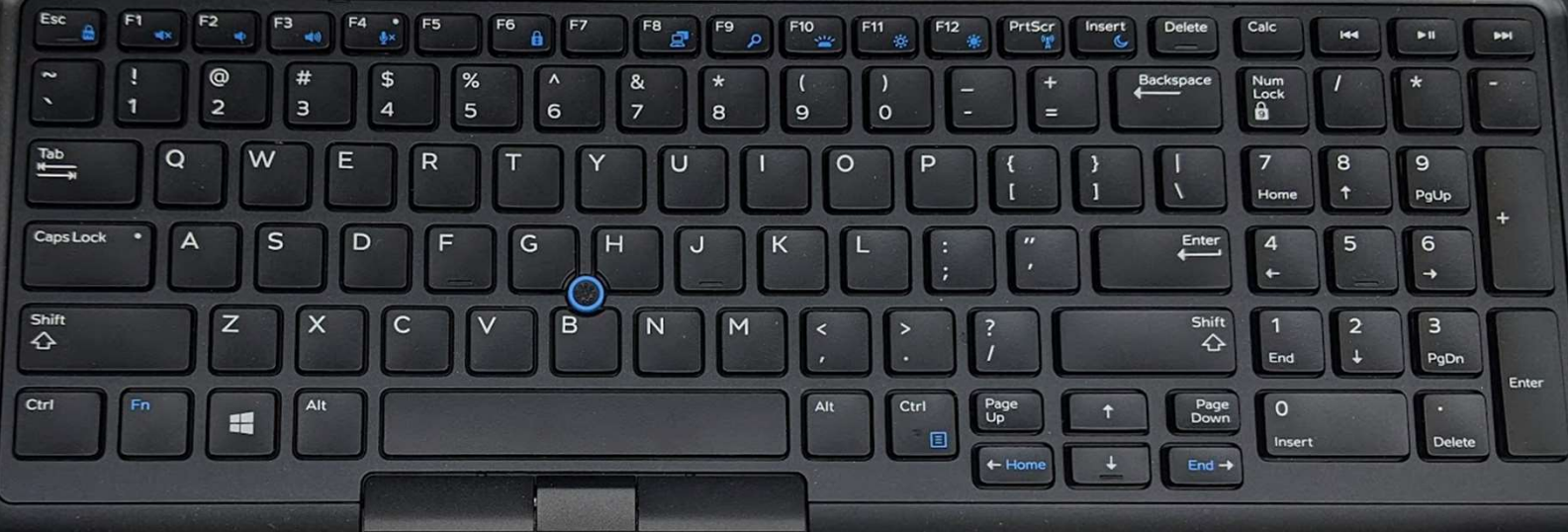
NAME: \_\_\_\_\_

\*\*\*RETURN FORM TO OPS CHIEF\*\*\*

***Richland Computer***  
***– Firewall protected***

RC-CERT

Property of  
Richland Co. ESD  
803-576-3408  
00002795

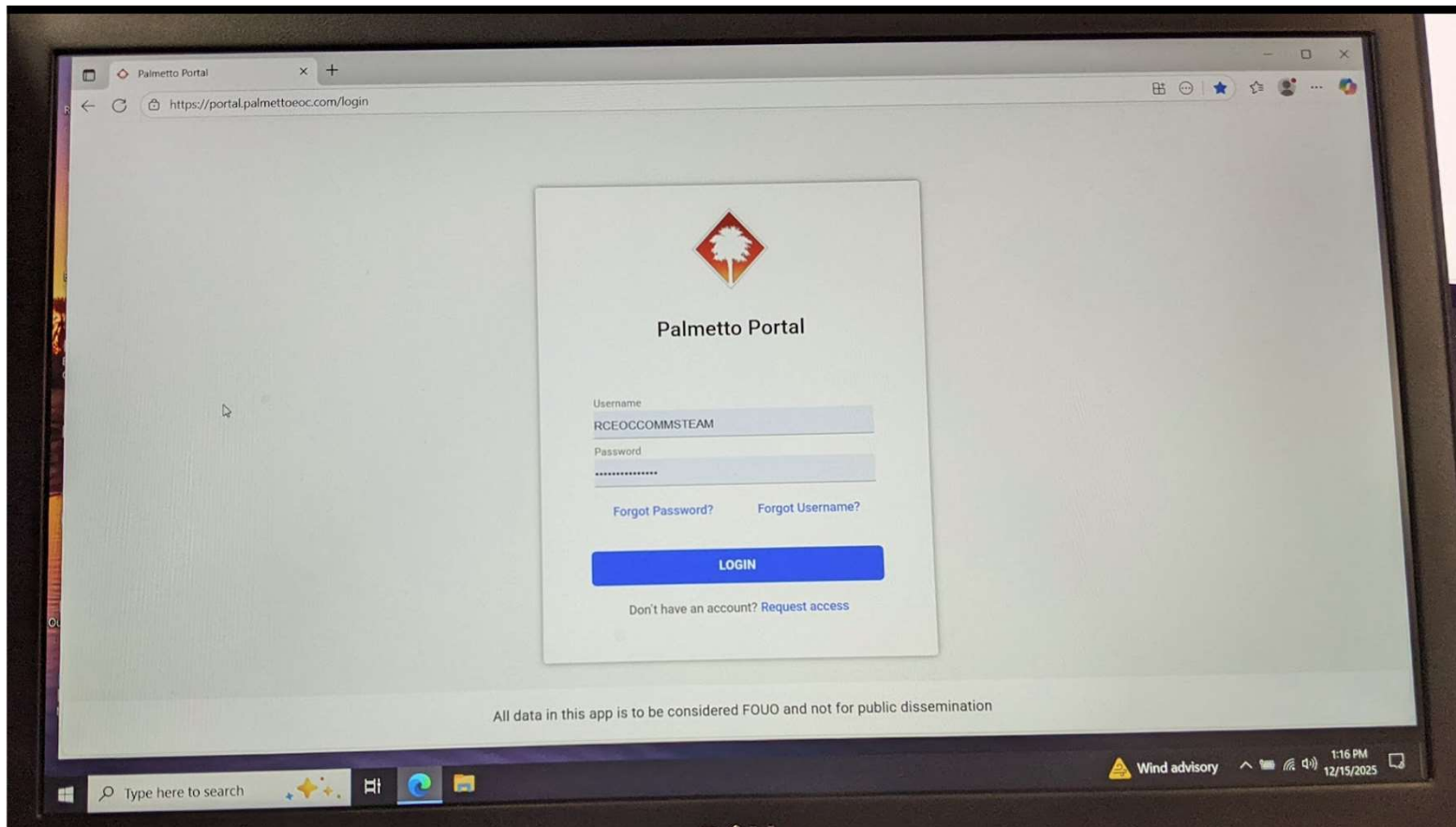


LOG IN:

EOCTEMP



## Palmetto EOC



## Palmetto EOC

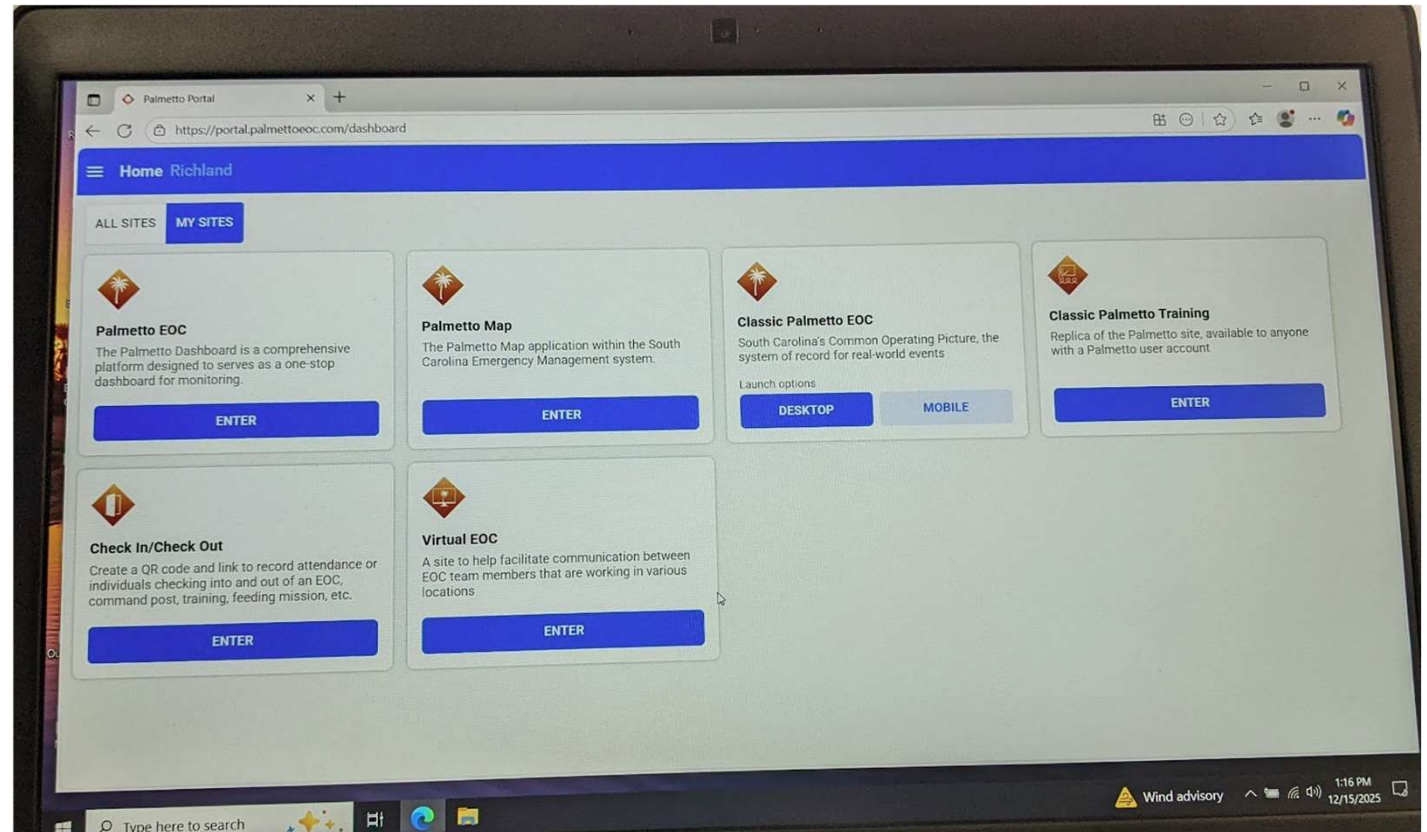
### Expectations for CERT members

*Understand how to log in, navigate, and monitor the system*

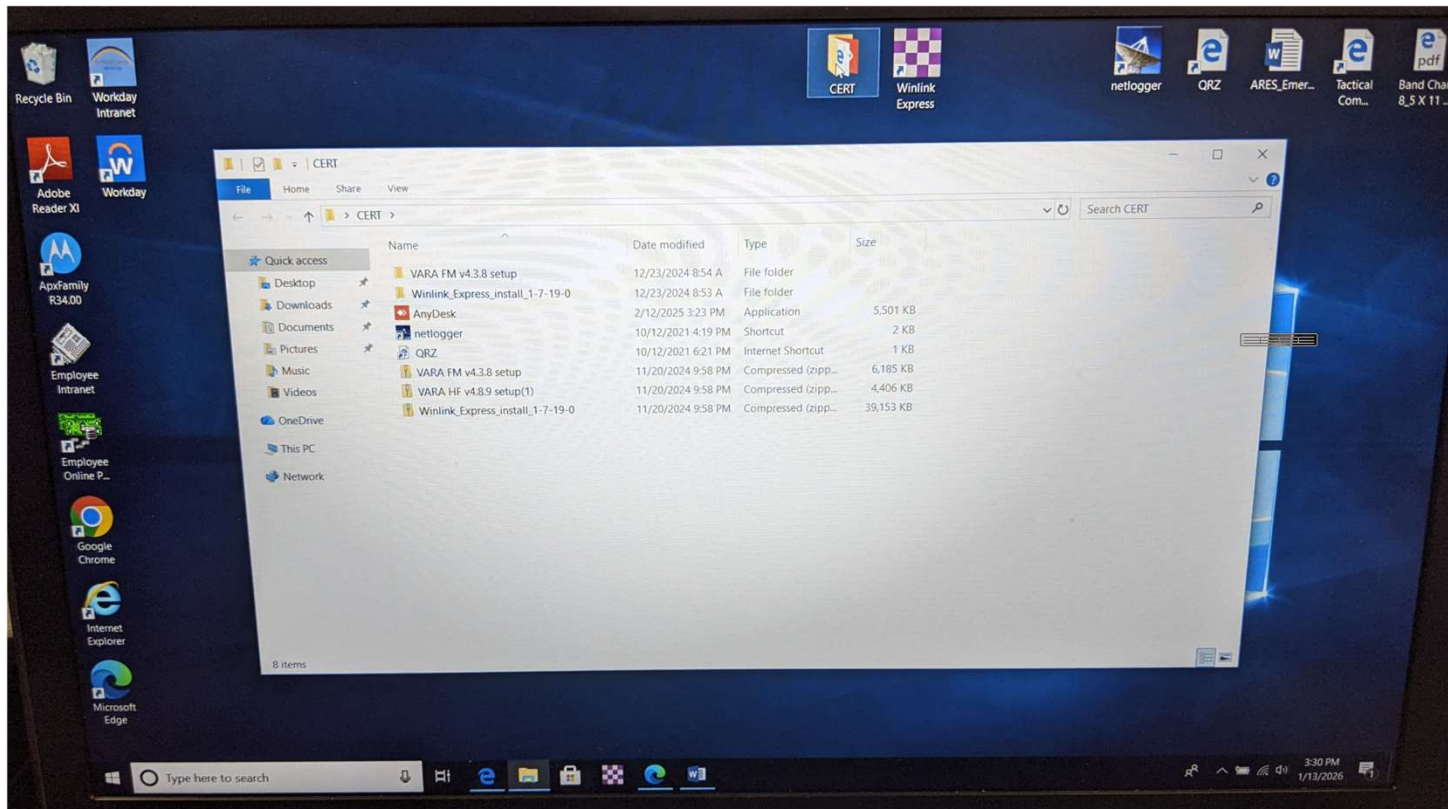
*Enter and update Position Reports*

*Input **personal** ICS 214 data*

*(NOT Resource Requests)*



***Public  
Computer***



**From the Public computer, we can access:**

**Winlink**

**Netlogger**

**RC Winds**

**ARES-SC.org**

**NWS Chat 2.0**

**QRZ**

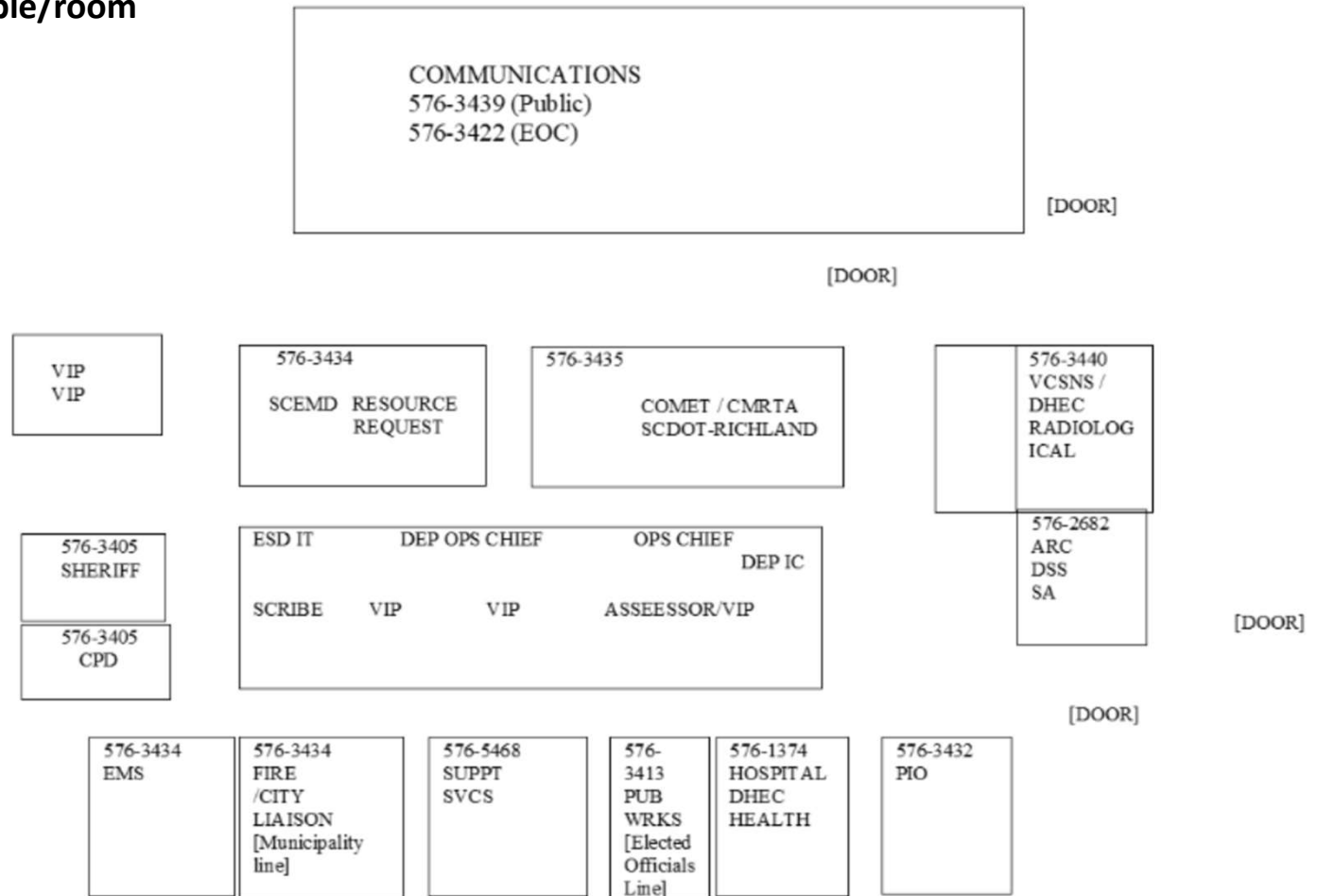
## Richland EOC – Operations Room



## EOC LAYOUT AS OF AUGUST 2020 RICHLAND COUNTY

### Richland EOC

– Positions around the table/room



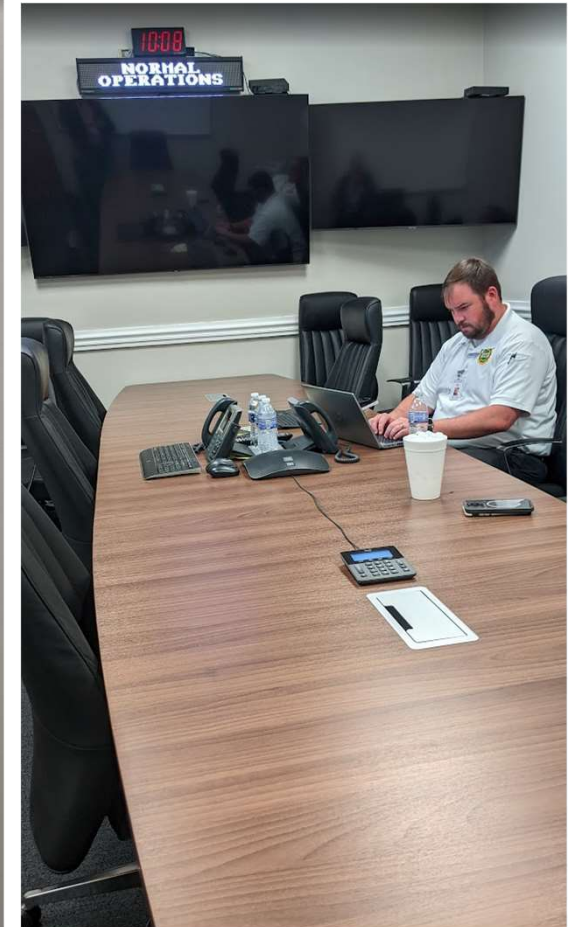
## Richland EOC – Beyond the Operations Room



**Room 141** – Public Information Office



**Room 144 Conference Room** – Reserved for County Executive Management, County Council, and Elected Officials



## Richland EOC – Opcon Level Indication



**OPCON 2**

**Enhanced Steady State**

**Partial Activation**

**OPCON 1**

**Full Activation**

**Richland Back-up EOC – Broad River**



***Activities, Exercises  
&  
Deployable Assets***



**June '22 – ARRL Field Day**



**December '22 - Fire Station Exercise**



**December '22 – Fire Station Exercise**





**December '23 Congaree National Park Exercise**



**Winlink Workshop Attendees July 27, 2024**

(From left to right) Joe Wilson KO4WAA, Mark Goddard KN4KRZ, Matthew Crook W1MRC, Paul Finan N4PRF, Carl Lopez AJ4DW, Adam Lipsitz W4AEL, Gary Hester W4GWH, Dion Brown KC4TLC, Jim Lathan W4JLP

**July '24 – Winlink Workshop @ Dewey's**

Richland County Emergency Services employees and members of Richland ARES and CERT were on hand for the installation of a new repeater and antenna at the back-up Richland EOC located on Broad River Rd. The installation was completed without incident and plans are underway to conduct follow-up functional testing.

BIG SHOUT OUT to Richland Emergency Services management for purchasing the new repeater which will supplement emergency communications for Richland County and the nearby vicinity.



**August '24 – Broad River Repeater Raising Party**



**Quarterly ARES/AUXCOMM Training – EMA-3 Attendees at SCEMD September 14, 2024**

*(From left to right)* Gary Hester W4GWH, Dwayne Livingston N4LDL, CJ Hamrick KC4RKQ, Mike Wieber N4BQQ, John Kiselica W4SFX, Carl Lopez AJ4DW, Joe Wilson KO4WAA, Jim Lathan W4JLP, Stan Slaughter N3LU, Rick Prosser AB4MG, Robin Prosser AC4ID, Roger Mull KD4JQJ, Jack Younts KM4RCN, Shuler Burton KF4NQN, Adam Lipsitz W4AEL, Steve Hester KK4HTR, Michael Blackburn KQ4DNM, Steve Nixon KC4UAL, Bob Connell KI4RAX, Mark Goddard KN4KRZ

## **September '24 – Training at SCEMD**

*Thanks everyone who attended the November 14, 2024 Joint CERT/ARES meeting at the Richland EOC!*

Congratulations to the 2025 KC4ERT Club officers – CJ Hamrick President, Matthew Crook Vice President, and Clay Reynolds Secretary/Treasurer



*(Clockwise starting @ 9 o'clock) David Bagwell W4DZF, Mark Goddard KN4KRZ, Jack Younts KM4RCN, Tim Simmons K4TPS, CJ Hamrick KC4RHQ, John Wells K4AJJ, Laura Nichols KQ4APC, John Kiselica W4SFX, Bob Hill KB3HNB, Matthew W1MRC, Clay Reynolds K3VCR, Joe Wilson KO4WAA, Mike Naylor K4MWN, Gary Hester W4GWH (bottom right, Gary's right hand)*

## **November '24 – Quarterly CERT/ARES Meeting**



**April '25 – South University  
Unified Forward Communications (UFC)**



**Richland County – Unified Forward Operations Trailer (UFO)**



**January '26 – Area 51  
Joint Emergency Task (JET) Vehicle**

Follow this link: <https://ares-sc.org/sc-midlands-ares-training-net/>  
Scroll to the bottom of this web page for details about Richland CERT.

## ***How to join the Richland County Communication CERT:***

- 1) Complete and submit the application (CERT Application linked below) Forward the completed application to: SASSAMAN.DAVID@richlandcountysc.gov
  
- 2) Attend the FEMA online class **IS 317.a**, linked here / Provide a copy of a completion document.  
<https://training.fema.gov/is/courseoverview.aspx?code=IS-317.a>
  
- 3) Pass the background check.
  
- 4) Attend the RC CERT /EOC Training at the RCEOC (3) hours. Feel free to share. We will set a class date as soon as we get some applications back.

D.E. Bagwell Jr. Division Captain, Richland County Emergency Services Department

Link to CERT application: [Revised CERT Application 11.20.2025 Fillable Form](#)

Link to KC4ERT Constitution and By-Laws [Richland CERT – Club KC4ERT – Constitution and By-Laws Rev. 11.20.2025](#)

Join CERT and see the  
WORLD

