

CHELAN COUNTY RACES PLAN



PREPARED FOR:
CHELAN/ DOUGLAS COUNTY RACES

PREPARED BY:
CHELAN COUNTY
DEPARTMENT OF EMERGENCY MANAGEMENT

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What is RACES?

Founded in 1952, the Radio Amateur Civil Emergency Service (RACES) is a public service provided by a reserve (volunteer) communications group within government agencies in times of extraordinary need. During periods of RACES activation, certified unpaid personnel are called upon to perform many tasks for the government agencies they serve. Although the exact nature of each activation will be different, the common thread is communications. The Federal Communications Commission (FCC) is responsible for the regulation of RACES operations. RACES is administered by the local, county, or state agency responsible for disaster services.

Introduction

RACES is a special part of the amateur operation sponsored by the Federal Emergency Management Agency (FEMA). RACES was primarily created to provide emergency communications for civil defense preparedness agencies and is governed in the Code of Federal Regulations (CFR) Title 47, part 97, Subpart E, Section 97.407. Today, as in the past, RACES is employed during a variety of emergency situations where normal governmental communications systems have sustained damage, or when additional communications are required or desired. Situations where RACES can be used include, but are not limited: natural disasters, technological disasters, terrorist incidents, civil disorder, and CBRNE incidents.

RACES is an organization of dedicated licensed amateur radio volunteers who provide radio communication in support of state and local government agencies during times of an emergency. RACES provides essential communications and warning links to supplement state and local government assets during these emergencies.

The Amateur Radio Emergency Services (ARES) in the American Radio Relay League's (ARRL) public service arm for providing and supporting emergency communications, where needed, when an emergency strikes. For purposes within this plan, ARES organizations are identified as primarily providing support for non-government agencies during an emergency. ARES organizations/ operators, during emergencies, may be used if RACES resources are depleted or do not exist. If called upon to support government needs the ARES organization will be considered as operating under RACES.

When deployed, both RACES and ARES Operators, will be registered as emergency workers in accordance with RCW 38.52 and WAC 118.04. The use of RACES, or ARES, should follow the code as outlined in RCW 38.52 and WAC 118.04 for both missions and training.

Scope

This plan provides guidance for the Radio Amateur Civil Emergency Service (RACES) to support local government officials during certain emergency conditions.

Purpose

This plan is intended to provide coordination between the Chelan County Department of Emergency Management and the Chelan/ Douglas County RACES Group. Maximum benefits from a RACES organization can be obtained only through careful planning which identifies the organizations, agencies, and individuals concerned and assigns a definitive role to each. This plan enables agencies and organizations having emergency responsibilities to include the RACES organization in local emergency plans and programs.

Operations

Under this plan, the Emergency Management Director, or designee, is empowered to request the use of available volunteer communications facilities and personnel. Acceptance of, or participation in, this plan shall not be deemed as a relinquishment of license control, and shall not be deemed to prohibit an amateur radio service license or broadcast license from exercising independent discretion and responsibility in any given situation under the terms of its license.

Authority

Code of Federal Regulations (CFR) Title 47, part 97, Subpart E, Section 97.407.

FEMA Civil Preparedness Guide (CPG) 1-15, dated March 1991, titled: Guidance for Radio Amateur Civil Emergency Service

Communications Act of 1934, Section 606, as amended

Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions

Identification

The methods used to identify a RACES member and key personnel during a communications support operation are:

- Emergency Worker Identification Card
- Employee Identification Card
- Personal Acquaintance

Emergency Implementation Procedures

Emergency Management Representative

Upon notification, or determination, of an emergency requiring the activation of the Chelan/ Douglas County RACES Group, the designated Emergency Management Representative will contact the RACES Point of Contact (POC). When contact is made between the parties, the following information will be relayed from the Emergency Management Representative to the RACES POC:

- Identify Representative calling
- Identify the need for activation of RACES
- Identify the type, scope, and location of incident
- Identify preliminary communication needs
- Identify Incident Command Post (ICP) location and RACES Liaison at ICP
- Identify preferred means of communications between RACES Liaison and RACES POC
- Confirm all information has been accurately relayed

RACES Point of Contact (POC)

Upon request of Chelan County Emergency Management, the RACES POC will begin the notification process to acquire the needed resources and personnel. The notification process will be executed by means of a

calling tree, as indicated in Appendix A. The completion of the calling tree may be carried out by any means necessary.

When contacting people in the calling tree, the following information shall be relayed:

- Identify type, scope, and location of incident
- Identify what is needed from the contacted person
- Identify the contacted person's job, if they are available
- Identify the frequency/ radio system the RACES Control Net will operate on

The RACES Control Net should be established as soon as possible through coordination with Chelan County Emergency Management.

Non Urgent Implementation Procedures

This procedure is to be used for planned events where RACES will be used. Prior to the event the RACES POC will meet with the necessary participants for the upcoming event. They will jointly develop a written communications plan outlining the communications needs. A new plan should be developed for each event on an individual basis. Once the plan is developed, it shall be presented at the monthly RACES meeting preceding the event. At this time assignments will be made for the participants.

Training Mission Procedures

When the Chelan/ Douglas RACES Group conducts training they shall do so in coordination with Chelan County Emergency Management. The Emergency Management RACES Liaison will complete a Training Mission Request Form (emd-079) and forward it to Washington State Emergency Management Division. This will provide a mission training number so RACES members are covered as emergency workers while participating in the drill.

Pre Identified Communication Post Locations

Valley Zone

Wenatchee:

Emergency Services Building – 408 Western

Covers Wenatchee Valley and serves as Primary RACES Communications Post.

North Zone

Chelan:

Chelan County Fire District #7, Station 1 – 232 E. Wapato

Covers South Shore, City of Chelan and Chelan Falls.

Manson:

Chelan County Fire District #5, Station 2 –

Covers North Shore and 25 Mile.

Entiat:

Not Identified

Covers Town of Entiat and Entiat River Valley.

West Zone

Dryden:

Not Identified

Covers West with redundancy into Leavenworth and Wenatchee. Primary Coverage up Blewitt Pass.

Leavenworth:

Chelan County Fire District #3 – 228 Chumstick Road

Covers City of Leavenworth, Icicle Drainage, and Chumstick Drainage.

Ponderosa:

Chelan County Fire District #4 – 21300 Cayuse St.

Covers Plain, Chiwawa Drainage, and Fish Lake.

Lake Wenatchee:

Not Identified

Covers Lake Wenatchee.

Communication Post Pre Plans

Pre Identified Communications Posts will be developed using the Communication Post Pre Plan Form. This identifies the capability of the building and pre determines equipment and antenna locations in a non-emergency setting. Each Pre Identified Communications Post will have a pre plan completed that identifies all components of the pre plan form. This should be completed in as much detail as possible to identify equipment and antenna needs along with placement and capacity. When the pre plan is completed, it shall be attached to this plan and the update distributed to necessary parties.

Emergency Worker Procedures

To provide coverage for RACES volunteers working in Chelan County, the Emergency Worker System will be utilized. Volunteers operating as registered Emergency Workers in Washington State on an incident that has been assigned a state incident number, are entitled for coverage on injuries and incidental costs. To ensure this coverage, each RACES member must be registered as an Emergency Worker in Chelan County. It is preferable to register by completing an Emergency Worker Registration Card (emd-024) and returning it to Chelan County Emergency Management prior to any incidents. In the case of needing additional help during an incident, additional people can be registered at that time by following the procedure outlined in WAC 118.04.

Upon registering as an Emergency Worker, RACES members will be issued an Emergency Worker Identification Card (emd-025). This card must be carried while operating as an emergency worker.

In order to be covered under WAC 118.04, each Emergency Worker must be recorded on an Emergency Worker Daily Activity Report (emd-078) or other approved form. This form must be submitted at the end of the incident to Washington State Emergency Management Division to ensure coverage of the Emergency Workers.

Coverage is available for Emergency Workers while on approved training exercises. To receive this, Chelan County Emergency Management must submit a Training Mission Request Form (emd-079) to Washington State Emergency Management Division. Upon completion of an approved exercise, an Emergency Worker

Daily Activity Report (emd-078) shall be sent to Washington State Emergency Management Division documenting who participated in the exercise.

Local Deployment Levels

The following facilities/units will be activated based on the respective Operations Levels. This level is determined by the scale of the incident in coordination with Washington State.

Operations Level 1 (OPS 1)

Washington State EOC
Chelan County EOC
Other Government Agencies

Operations Level 2 (OPS 2)

Washington State EOC
Chelan County EOC
Wenatchee EOC
County Departments/Districts/Command Posts

Operations Level 3 (OPS 3)

Washington State EOC
Chelan County EOC
Wenatchee EOC
County Departments/Districts/Command Posts
Field Deployed Units

Appendix B
Identified Frequencies

Name	RX	RX PL	TX	TX PL	Comment
Washington State CMD 1 Net Frequencies					
Wa. State Primary	3.985		3.985		Initial Check In/ Emerg. Traffic
Wa. State Secondary	3.994		3.994		Priority/ Routine Traffic
Wa. State Alt	7.245		7.245		Alternate Net Frequency
Wa. State Alt	5.373		5.373		Alternate Net Frequency
HF Packet	3.624		3.624		HF Packet Net (Pactor)
State RACES	145.37		145.37	136.5	Primary
State RACES	145.47		144.87		Olympia Rpt
State RACES	146.8		1146.2		Olympia Rpt
State RACES	145.15		144.55		Olympia Rpt
State RACES	147.06		147.66		Baw Faw Rpt
State RACES	224.6				Olympia Rpt
State RACES	444.275		449.275		Olympia Rpt
State RACES	444.45		449.45		Olympia Rpt
State RACES	145.01				Seattle Primary Packet Node
State APRS	144.390		144.390		APRS
Other HF Nets					
Interstate	5.332		5.332		Regional Interstate Coord
Montana/ Oregon	5.348		5.348		Montana/ Oregon
Idaho	5.368		5.368		Idaho
National/ International	5.405		5.405		National/ International
Chelan County Ops 2					
Wa. State Primary	3.985		3.985		Initial Check in
Wa. State Secondary	3.994		3.994		Continuous Monitor
Chelan County Primary					Continuous Monitor – EOC Link
Chelan County HF 1	29.600		29.600		
Chelan County HF 2	29.500		29.500		
Chelan County RF Networking	145.01		145.01		
Chelan County RF Networking	433.00		433.00		
Chelan County Ops 3					
Wa. State Primary	3.985		3.985		Initial Check in
Wa. State Secondary	3.994		3.994		Continuous Monitor
Chelan County Primary					Continuous Monitor – EOC Link
Chelan County HF 1	29.600		29.600		
Chelan County HF 2	29.500		29.500		

Chelan County RF Networking	145.01	145.01		
Chelan County RF Networking	433.00	433.00		
Chelan County-Grant County Link	444.750	444.750	100.0	Link to Beezly
Chelan County Mountain Top Frequency	146.400	146.400		Primary relay frequency
Command Working 1	446.90	446.90		
Command Working 2	432.1	432.1		

Valley Zone

Chelan County Primary				Continous Monitor – EOC Link
Valley Primary	146.78	146.18	156.7	
Valley Secondary	146.68	146.08	156.7	
Valley Simplex 1	146.43	146.43		Intra Zone Communications
Valley Simplex 2	146.45	146.45		Intra Zone Communications
Valley Simplex 3	147.43	147.43		Intra Zone Communications

North Zone

Chelan County Primary				Continous Monitor – EOC Link
North Primary				
North Secondary				
North Simplex 1	146.43	146.43		Intra Zone Communications
North Simplex 2	146.45	146.45		Intra Zone Communications
North Simplex 3	147.43	147.43		Intra Zone Communications

West Zone

Chelan County Primary				Continous Monitor – EOC Link
West Primary				
West Secondary				
West Simplex 1	146.43	146.43		Intra Zone Communications
West Simplex 2	146.45	146.45		Intra Zone Communications
West Simplex 3	147.43	147.43		Intra Zone Communications

**STATE OF WASHINGTON
RADIO AMATEUR CIVIL EMERGENCY SERVICES (RACES) PLAN**

I. INTRODUCTION

- A. RACES is a special part of the amateur operation sponsored by the Federal Emergency Management Agency (FEMA). RACES was primarily created to provide emergency communications for civil defense preparedness agencies and is governed in FCC Rules and Regulations, Part 97, Subpart E, Section 97.407. Today, as in the past, RACES is utilized during a variety of emergency/disaster situations where normal governmental communications systems have sustained damage or when additional communications are required/desired. Situations that RACES can be used include: natural disasters, technological disasters, terrorist incidents, civil disorder, and nuclear/chemical incidents or attack.
- B. RACES is an organization of dedicated licensed amateur radio volunteers who provide radio communications in support of state and local government agencies during times of an emergency/disaster. RACES provides essential communications and warning links to supplement state and local government assets during these emergencies/disasters.
- C. The Amateur Radio Emergency Services (ARES) is the ARRL's public service arm for providing and supporting emergency communications, where needed, when an emergency/disaster strikes. For purposes within this plan, ARES organizations are identified as primarily providing support for non-government agencies during an emergency or disaster. ARES organizations/operators, during emergencies/disasters may be used if RACES resources are depleted or do not exist. If called upon to support government needs the ARES organization/operators will be considered as operating under RACES and will be registered as an emergency worker in accordance with RCW 38.52 and WAC 118.04.
- D. It should be noted that RACES and ARES licensed operators can hold dual registration in RACES and ARES. Further, it is encouraged by the ARRL that licensed amateur radio operators be registered/certified as both and that cooperative efforts between RACES and ARES organizations be established and maintained.

II. PURPOSE

The purpose of this plan is to provide guidance, establish responsibility, and ensure coordinated operations between State of Washington government officials (state/local) and the RACES organizations during times when there are extraordinary threats to the safety of life and/or property. Maximum benefits from the RACES organizations can be obtained only through careful planning which identifies the organizations, agencies, and individuals concerned and assigns a definitive role to each. This plan enables agencies and organizations having emergency responsibilities to include the RACES organizations in local emergency plans and programs.

This plan, though issued separately, will be considered as the Tab D to Appendix 1 (Telecommunications) to Emergency Support Function (ESF) 2 of the state Comprehensive Emergency Management Plan.

III. SCOPE

The focus of this plan will address the responsibilities and procedures that the state Emergency Management, State RACES Officer, local emergency management offices, and local RACES Officers/organizations have for utilizing amateur radio during region or statewide emergencies/disasters in support of state government agencies and others. Possible missions will be identified for use of local RACES organizations in support of state government agencies/others located within a local jurisdiction. These missions should be included in local RACES operations plans.

IV. AUTHORITY

- A. Federal Communications Commission Rules and Regulations, Part 97 subpart E, section 97.407 addresses RACES.
- B. FEMA Civil Preparedness Guide (CPG) 1-15, dated March 1991, titled: Guidance for Radio Amateur Civil Emergency Service

V. ORGANIZATION

- A. Per CPG 1-15, the state and local Emergency Management Directors (or designated representative) appoints, in writing, a reliable amateur radio operator to serve as the RACES Officer. In cooperation with the ARES, the Washington Section Emergency Coordinator's (SEC) are appointed as Assistant State RACES Officers and the District Emergency Coordinators (DEC) are appointed as RACES Region Coordinators.

- B. The RACES Officer serves as the liaison between the RACES organization and the emergency management director, recruits members for the organization, and develops plans for the employment of the organization in support of the government agencies, which it serves.
- C. The RACES organization consists of volunteers who possess a valid FCC Amateur Radio Operator License. Additionally, RACES participants shall be registered as emergency workers with the state or local emergency management office they primarily support.
- D. ARES organizations may serve as RACES organizations as long as the requirements identified in CPG 1-15 are met. All amateur radio organizations and/or individual operators within the state are encouraged to participate in the RACES program within respective jurisdictions.

VI. CONCEPT OF OPERATIONS

- A. Should the need arise, the state's Director, Emergency Management, based on this plan, may request the use of available volunteer communications equipment and personnel.
- B. The Director, through the Telecommunications and Warning Program Manager, will contact the State RACES Officer and request that the RACES organization supporting the state Emergency Operations Center (EOC) bring up communications links between needed locations.
- C. Once contacted, the State RACES Officer will implement this plan in coordination with the RACES Region Coordinators and local RACES Officers. Amateur radio, through RACES organizations/operators, should be prepared to support the following tasks/missions at the state and local levels:
 - 1. Back-up emergency direction and control communications between the state EOC and local government Emergency Operations Centers (EOC).
 - 2. Back-up direction and control communications within local jurisdictions.
 - 3. Warning communications between state and local government agencies.
 - 4. Back-up emergency communications between a state agency headquarters and its respective district/region/area headquarters. Back-up emergency communications between district/region/area headquarters and field units where communications are limited or

non-existent.

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5. Communications between the state EOC, local EOC, and respective designated staging areas and base camps.
 6. Back-up emergency communications between the state EOC, FEMA Regional Operations Center (ROC), and the FEMA Disaster Field Office (DFO).
 7. Back-up emergency communications for federal agencies (i.e. US Forest Service, Department of Energy and others), as needed.
 8. Communications and video (if available) support, as needed, for conduct of search and rescue operations, damage assessment, or other state and local government assigned tasks.
 9. Emergency communications for shelters, emergency worker centers, sheriff and police departments, sheriff/police/fire dispatch centers, 9-1-1 centers, fire departments/districts, and other requirements designated by the local emergency management office.
- D. When activated to conduct the above tasks/missions, RACES organizations/operators will be employed in the network levels depicted in Annex A, Network Levels.
- E. Network and frequency assignments are identified at Annex A, Appendix 3, Network Assignment and Frequencies. Message traffic should be sent/received using the message form in Annex B, Message Form.
- F. Should additional amateur radio resources be needed for the above tasks/missions, requests for resources should be made through the State EOC per Annex C, Communications Resources and Personnel Order.
- G. This plan recognizes that amateur radio, primarily through ARES organizations/operators, will continue to support requirements for American Red Cross, hospitals, the business community, other non-government agencies, and the general public. If needed, the State RACES Officer will coordinate with the ARES SEC's and DEC's for employment of ARES organizations to support possible requirements identified above.

VII. RESPONSIBILITIES

- A. Local Emergency Management/Services Organizations are responsible for:

1. Ensuring a RACES Officer is appointed.

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2. Developing and implementing a RACES plan for the employment of amateur radio within the jurisdiction. The local RACES plan should complement the state plan.
3. Maintaining, at the local EOC, a RACES radio station capable of communicating on appropriate and assigned amateur frequencies used within the state and local jurisdiction for emergency communications.
4. Being prepared to provide amateur radio communications to state, federal, and other organizations located within the jurisdiction.
5. Preparing, submitting to state EMD, and maintaining an Amateur Radio Resource List (Annex C, Appendix 1) of amateur radio personnel who are available to support emergency communications missions away from home jurisdiction.
6. Being prepared to receive traffic from the general public (licensed independent stations) over local emergency nets.

B. State Emergency Management, State RACES Officer shall be responsible for:

1. Maintaining and executing this plan as needed. Identifying and coordinating the operation of amateur networks to support the operational requirements identified above.
2. Identifying and designating the RACES Region Coordinator and Region Net Control Station. Ensuring designated stations are prepared to assume role as the State NCS.
3. Supervise the operation of the RACES radio station located in the state EOC. Ensuring that operators are trained and exercised on the equipment.
4. Coordinating with local RACES Officers, ARES SEC, and/or ARES DEC the use of local amateur operators and equipment in support of state government agencies, federal agencies, and others located within a local jurisdiction. ARES organizations, which are employed to support above agencies, will be considered as RACES.

Annexes:

A. Network Levels

- B. Message Form
- C. Requests for Resources

ANNEX A (NETWORK LEVELS) TO STATE RACES PLAN

I. PURPOSE

The purpose of this annex is to describe and provide guidance on the implementation of the state and local level networks using amateur radio.

II. NETWORK LEVELS

For purposes of network management and control, state and local network levels will be established, as needed, to ensure emergency back-up communications are planned/coordinated for and are available to support emergency/disaster operations of the state. Three network levels at both the state and local level have been identified and are defined below.

A. State Level

1. State Command 1 (CMD 1) - As depicted at Appendix 1 the CMD 1 network provides communications between the State Net Control Station (NCS), State EOC, the nine (9) Region NCS's, and County EOC's identified at Appendix 3.
2. State Command 2 (CMD 2) - As depicted at Appendix 1 the CMD 2 network provides emergency back-up communications between a state agency headquarters and their respective district/region offices.
3. State Command 3 (CMD 3) - As depicted at Appendix 1 the CMD 3 network provides emergency back-up communications between state agency district/region offices and their units/elements deployed in the field which are supporting the emergency/disaster. CMD 3 will be the network for providing emergency communications for federal agencies, as needed and requested.

B. Local Level

1. Local Operations 1 (OPS 1) - As depicted at Appendix 2 the OPS 1 network provides communications between the Region NCS and the county EOC's within respective regions.

2. Local Operations 2 (OPS 2) - As depicted at Appendix 2 the OPS 2 network provides emergency back-up communications between the county EOC, respective local jurisdictions (cities), and county agencies/districts/command posts (i.e. Sheriff, fire department/district, 9-1-1 Center, public works department, staging areas/base camps, incident command post, and other government offices).
3. Local Operations 3 (OPS 3) - As depicted at Appendix 2 the OPS 3 network provides emergency back-up communications between county agencies/districts/command posts and city EOC's and their respective units/elements that are in the field supporting emergency/disaster operations.

III. CONCEPT OF OPERATIONS

- A. Upon activation of the State EOC RACES station, the CMD 1 nets to affected region(s) will be established.
- B. The State EOC RACES Officer will coordinate with RACES Region Coordinators and/or local RACES officers and have established, the CMD 2 and 3 nets to support state agencies with emergency communications, as needed.
- C. Region(s) NCS's will establish OPS 1 nets with affected counties and other government agencies, as needed.
- D. County and City EOC's will establish respective OPS 2 and 3 nets, as needed.

IV. RESPONSIBILITIES

- A. State Emergency Management
 1. State RACES Officer
 - a. As directed, activate and supervise the operation of the RACES station at the state EOC and the out-stations that will serve as traffic relay stations on the CMD nets as required.
 - b. Coordinate emergency communications for a state agency

headquarters and ensure CMD 2 and 3 networks are activated as needed.

A.2

- c. Coordinate requests from the regions/counties for amateur radio resources (operator/equipment) that may be needed to augment local operations.
2. State RACES Station
 - a. Monitor CMD 1 nets on primary amateur frequencies listed in Appendix 3 and guard the primary Washington Emergency Net HF frequency.
 - b. Monitor CMD 2 nets, as required. Identify stations that serve as the NCS's for the CMD 3 nets, as needed.
 - c. Send and receive message traffic for the State EOC using standard message handling procedures.
 3. State Net Control Station (NCS)
 - a. Serve as Net Control Station (NCS) of the CMD 1 network. Manage and control traffic in accordance with standard net control station procedures.
 - b. Direct the movement of traffic according to precedence as needed between the regions and to the state EOC. Annex B, General Message Form defines a timeframe for processing traffic.
 - c. Identify and designate the primary and alternate frequencies (HF, 2-meter, other) to be used on CMD 1 network.
 4. RACES Region Coordinator
 - a. As directed, activate and supervise the operation of the station identified to serve as the Region Net Control Station (NCS) of the OPS 1 net as required.
 - b. Assist the State RACES Officer in identifying and establishing CMD 2 and 3 network stations located within the region.
 - c. Assist the State RACES Officer and local jurisdiction RACES

Officer in identifying amateur resources within the region that may be needed to augment local operations.

- d. Assist local jurisdiction RACES Officers and organizations in the development of local RACES plans to support OPS 2 and OPS 3 nets.

A.3

5. Region Net Control Station (NCS)

- a. Serve as Net Control Station (NCS) of the OPS 1 network. Assist in transmitting "Priority" traffic as needed within the region and to the state. Annex B, General Message Form defines a timeframe for processing traffic.
- b. Monitor and serve as a relay on the state CMD 1 net for County EOC's which are not able to or are having difficulties in contacting the State EOC to pass "Emergency" traffic. "Emergency" traffic are those messages where lives are gravely impacted/endangered and a response is required immediately or within a timeframe to ensure that lives are no longer further endangered. Annex B, General Message Form defines a timeframe for processing priority and emergency traffic.
- c. Identify and designate the primary and alternate frequencies (HF, 2-meter, other) to be used on respective OPS 1 network. Upon identification of frequencies, the Region NCS will provide assignment to the State RACES Officer.
- d. Serve as NCS of the state CMD 1 network, when designated by the State RACES Officer.
- e. Manage and control traffic in accordance with prescribed net control station procedures.

B. County/City Emergency Management

1. RACES Radio Officer

- a. As directed, activate and supervise the operation of the RACES station at the county/city EOC.
- b. Assist respective local jurisdictions and county agencies/districts/command posts in establishing OPS 3 networks.
- c. Coordinate and submit requests for amateur radio resources

that may be needed to augment local operations to the State Emergency Management Division office.

2. County/City EOC RACES Station

- a. Identify and designate the primary and alternate frequencies (HF, 2-meter, other) to be used on respective OPS 2 and 3

A.4

nets. Upon identification of frequencies, provide assignment to the Region Coordinator and State RACES Officer.

- b. Send and receive message traffic for the county EOC using standard message handling procedures.

V. COORDINATING INSTRUCTIONS

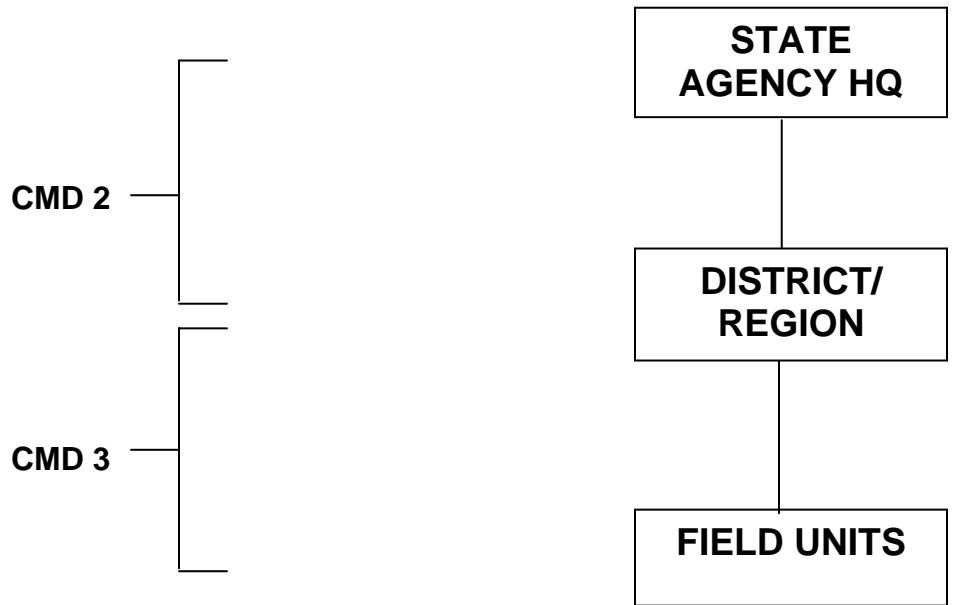
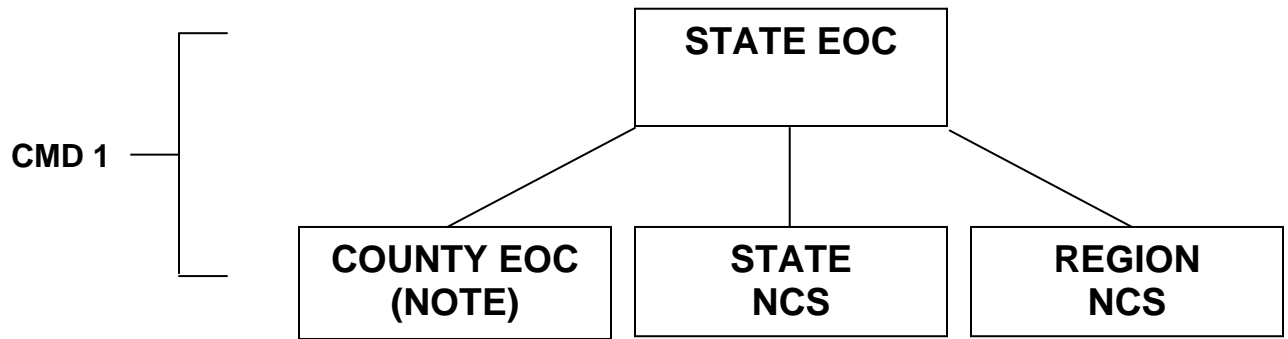
- A. Network assignments and frequencies are at Appendix 3. Use of the HF frequencies by OPS 1 through OPS 3 networks within affected areas must be coordinated by respective net control stations.
- B. When transmitting/receiving traffic, stations should use the message form identified at Annex B. The form may be reproduced locally.
- C. Requests for amateur radio resources (operators/equipment) to augment/supplement local resources should be submitted to the State Emergency Management Division, State Emergency Operations Officer (SEOO) using the form at Annex C, Communications Resources and Personnel Order.

Appendices:

- 1 - State Level Networks (CMD 1 - 3)
- 2 - Local Level Networks (OPS 1 - 3)
- 3 - Network Assignments and Frequencies

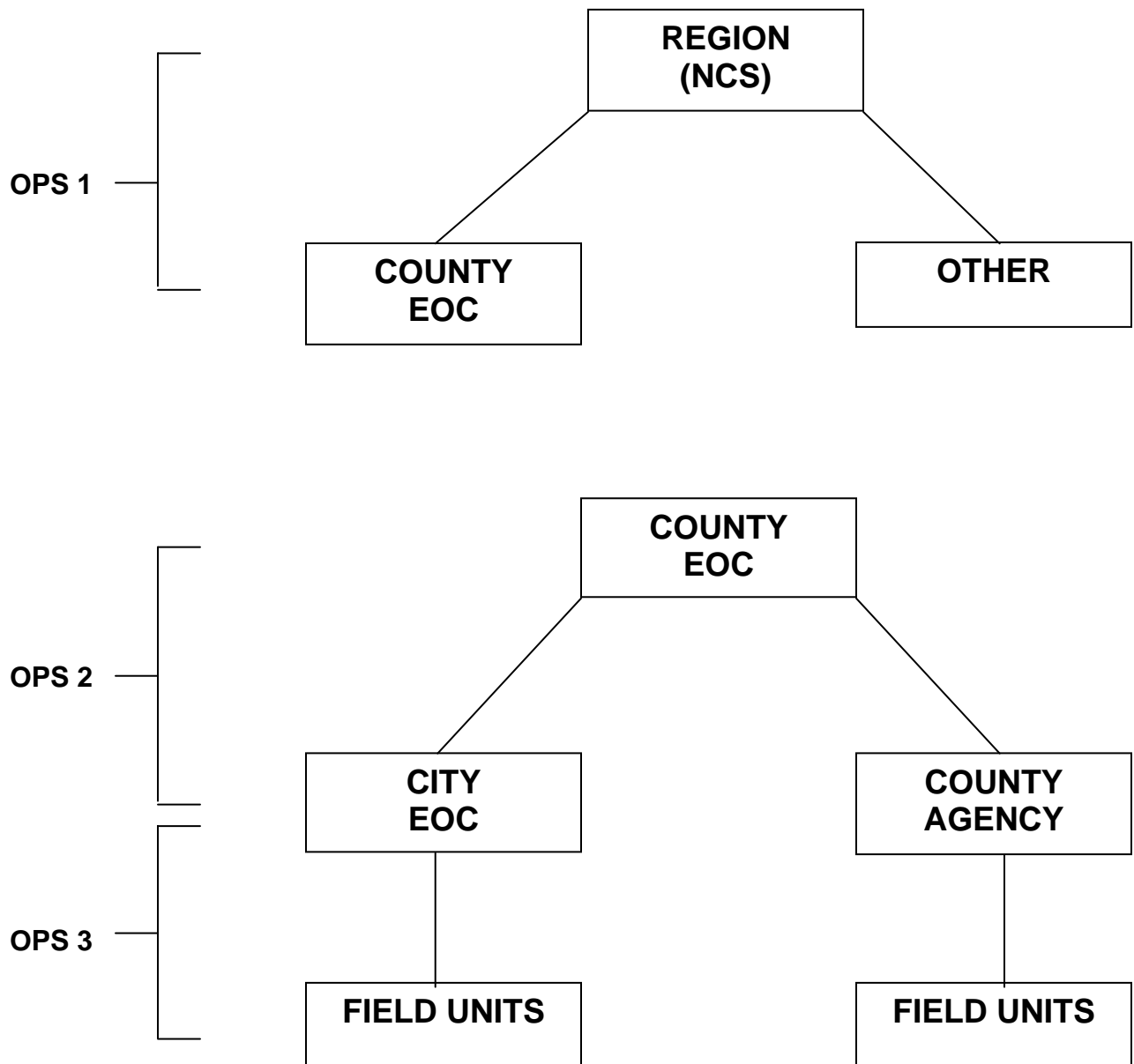
A.5

APPENDIX 1 – STATE LEVEL NETWORKS



NOTE: COUNTY EOC ON CMD 1 TO PASS “EMERGENCY” TRAFFIC ONLY. MAY PASS “PRIORITY” TRAFFIC IF REGION NCS IS NOT ABLE TO RELAY.

A.1.1
APPENDIX 2 – LOCAL LEVEL NETWORKS



A.2.1

APPENDIX 3 - NETWORK ASSIGNMENT & FREQUENCIES

I. STATE LEVEL

- A. Command 1 (CMD 1). The CMD 1 network will be comprised of the following stations:

State EOC
State NCS
RACES Region 1 (NCS)
RACES Region 2 (NCS)
RACES Region 3 (NCS)
RACES Region 4 (NCS)
RACES Region 5 (NCS)
RACES Region 6 (NCS)
RACES Region 7 (NCS)
RACES Region 8 (NCS)
RACES Region 9 (NCS)
County EOC's

Primary Frequency: 3.985 MHz
HF Packet: 3.624 MHz

- B. Command 2 and 3 (CMD 2/CMD 3). CMD 2 and 3 networks will be comprised of stations identified to provide support to the following:

State Agency Headquarters (NCS for CMD 2)
State Agency District/Region Office (NCS for CMD 3)
State Agency District/Region field units/command posts

HF frequency to use on CMD 2 and 3 networks will be assigned from the list of frequencies in Paragraph III. The State EOC NCS and appropriate Region NCS will serve as NCS of CMD 2 and 3 networks, if needed.

II. LOCAL LEVEL

A. Operations 1 (OPS 1). OPS 1 networks will be comprised of the following stations within the region. The RACES regions coincide with the Region Homeland Security Coordination Districts.

1. RACES Region 1

Island County EOC
San Juan County EOC
Skagit County EOC
Snohomish County EOC
ESCA EOC
Whatcom County EOC

2. RACES Region 2

Clallam County EOC
Jefferson County EOC
Kitsap County EOC

3. RACES Region 3

Grays Harbor County EOC
Mason County EOC
Lewis County EOC
Pacific County EOC
Thurston County EOC

4. RACES Region 4

Clark County EOC
Cowlitz County EOC
Skamania County EOC
Wahkiakum County EOC

5. RACES Region 5
Pierce County EOC

6. RACES Region 6
King County EOC

A.3.2

Change 5, Aug. 03

7. RACES Region 7
Chelan County EOC
Douglas County EOC
Grant County EOC
Kittitas County EOC
Okanogan County EOC

8. RACES Region 8
Benton County EOC
Franklin County EOC
Klickitat County EOC
Walla Walla County EOC
Yakima County EOC

9. RACES Region 9
Adams County EOC
Asotin County EOC
Columbia County EOC
Ferry County EOC
Garfield County EOC
Lincoln County EOC
Pend Oreille County EOC
Spokane County EOC
Stevens County EOC
Whitman County EOC

10. Where needed, other government agencies will receive support from the region they are located in.

B. Operations 2 & 3 (OPS 2/OPS 3). OPS 2 and 3 networks will be comprised of the following stations within respective counties and cities:

- OPS 2: County EOC
City EOC
County Department/Districts/Command Posts
- OPS 3: City EOC and/or County Department/District/Command Post
Deployed field units/elements

A.3.3

Change 5, Aug. 03

III. FREQUENCY ASSIGNMENT

The State, Region, and/or County Net Control Stations may operate the networks previously discussed using any frequency within the amateur spectrum taking into consideration the capabilities of the stations within respective nets. The State EOC RACES station will operate on frequencies assigned in subparagraph A and use other frequencies as needed.

A. State EOC - CMD 1 net

HF

- 3.985 MHz Primary Washington Emergency Net frequency
(Use for initial check-in and for EMERGENCY traffic to State EOC)
- 3.994 MHz Secondary with other frequencies, as needed (Use for PRIORITY/
ROUTINE traffic to State EOC)
- 7.245 MHz Alternate Washington Emergency Net frequency
- 5.373 MHz Alternate Washington Emergency Net Frequency
- 3.624 MHz HF Packet (Pactor)

Other HF

- 5.332 MHz Regional Coordination between sections/states
- 5.348 MHz Montana/Oregon
- 5.368 MHz Idaho
- 5.405 MHz National/International

2-meter

- 145.37 MHz Primary 2-meter frequency (PL: 136.5)
- 145.47 MHz Olympia repeater
- 146.80 MHz Olympia repeater
- 147.06 MHz Baw Faw Mountain

2-meter PACKET

145.01 MHz Sea Node

2-meter APRS

144.390 MHz

A.3.4

Change 5, Aug. 03

220/440 MHz

The state RACES station has 220 and 440 MHz capability and will come up on local repeaters or simplex frequencies as appropriate.

- B. Per FCC Part 97, Subpart E, section 97.407, use of frequency bands and segments and emissions authorized for the amateur service are available on a shared basis to stations in RACES. In the event of a national crisis and the invocation of the President's War Powers, the frequencies listed below are designated for RACES, and only those stations participating in RACES are authorized to use them. Use of these and other amateur service frequencies should be coordinated with the State and/or County RACES Officers. These may be assigned and used on State and Local Level RACES nets.

1.	1800-1825 kHz	14.047-14.053 MHz	28.55-28.75 MHz
	1975-2000 kHz	14.22-14.23 MHz	29.237-29.273 MHz
	3.50-3.55 MHz	14.331-14.350 MHz	29.45-29.65 MHz
	3.93-3.98 MHz	21.047-21.053 MHz	50.35-50.75 MHz
	3.984-4.000 MHz	21.228-21.267 MHz	52-54 MHz
	7.079-7.125 MHz	144.50-145.71 MHz	
	7.245-7.255 MHz	146-148 MHz	
	10.10-10.15 MHz	2390-2450 MHz segments	

- 2. 1.25 meter band
70 cm band
23 cm band

- 3. Channels at 3.997 MHz (USB) and 53.30 MHz (FM) may be used in emergency areas when required to make initial contact with a military unit and for communications with military stations on matters requiring coordination.

- C. Use of frequencies should be coordinated with the County RACES Officer in which assigned or operating in.

A.3.5

ANNEX B (MESSAGE FORM) TO STATE RACES PLAN

I. PURPOSE

The purpose of this annex is to identify and establish guidance for use of the message form when transmitting and receiving message traffic between stations.

II. USE OF THE ARRL RADIOGRAM

A. The ARRL Radiogram will be used by stations on State Command 1 to 3 networks (CMD 1/CMD 2/CMD 3) and the Local Operations 1 to 3 networks (OPS 1/OPS 2/OPS 3) for passing of voice message traffic. If capability exists, the message form should be used via PACKET as well.

B. To ensure messages are handled in an efficient manner, three levels of precedence have been established. The general criteria for choosing the appropriate precedence is explained in the instructions for the form. Message drafters are responsible for choosing the appropriate precedence. The precedence levels are:

EMERGENCY (E): Message concerns a situation where lives are endangered or gravely impacted and immediate action/response is required. Action/response should occur within 30 minutes to one (1) hour "after receipt" of message. **Emergency messages will be transmitted ahead of any priority or routine messages.**

PRIORITY (P): Message concerns a situation where a timely operational response is required that would ensure that lives are not further endangered. Action/response should occur within four (4) to six (6) hours "after receipt" of message. **Priority messages will be transmitted ahead of any routine messages.**

ROUTINE (R): Message(s) that reflect routine data reference operational, logistical, and administrative concerns. Action/response should occur within twelve (12) to (18) hours.

C. An EMERGENCY precedence message must first be approved and initialed by responsible authority (i.e. EOC Supervisor, elected official or designated representative) prior to transmission. PRIORITY and EMERGENCY messages should not exceed the maximum of 10 lines, 5 words per line, of uppercase 10-point typed letters or handwritten uppercase block lettering.

ANNEX C (REQUESTS FOR AMATEUR RESOURCES) TO STATE RACES PLAN

I. PURPOSE

The purpose of this annex is to establish the procedures for requesting additional amateur radio operator/equipment support.

II. PROCEDURES FOR SUBMITTING REQUESTS

A. Requesting Official/Agency.

1. The requesting official/agency is the local Emergency Management Director. Prior to submitting requests, the following criteria must be met:
 - a. All licensed/trained amateur radio operators and equipment resources within the county/city have been or will be exhausted.
 - b. Any mutual agreements with neighboring jurisdictions or support from within the region have or will be exhausted/depleted.
 - c. Ensure that a mission number has been assigned to the event that support is being requested for.
2. Prepare the Communications Resources and Personnel Order form identified in this annex. Instructions for filling out the form are provided on the back of the form. The form can be reproduced locally.
3. Submit request to the State Emergency Management Division, State Emergency Operations Officer (SEOO).
4. Be prepared to accept personnel/equipment requested upon approval of request. Lodging and meals must be provided by requesting jurisdiction.

B. State Emergency Management Division (EMD)

1. Upon receipt of request, the State EMD Telecommunications Office and RACES Radio Officer will review the requirements and contact region coordinator(s) to determine availability of resources being requested.
2. Region Coordinator(s), in coordination with local RACES/ARES officers will identify possible resources to support the request.

3. Upon identification of resources, a RACES resource number will be assigned which will be used to track the resource while used. A resource number will be assigned to each individual and/or piece of equipment being used.
4. The requesting official/agency and supporting Region Coordinator will be notified of approval and information will be provided concerning the request.

C. Providing Organization

1. The organization being requested to provide the resources will identify and determine availability of resources. Resources should be identified using the form at Appendix 1 of this Annex.
2. If resources are available, the providing organization must ensure that operators are licensed to meet the need, personnel are registered as emergency workers, and equipment is fully operational.
3. Provide the names of any personnel being used to the State RACES Radio Officer.
4. Provide an estimated time that personnel/equipment will arrive on site. Ensure that personnel are told to report to the EOC or staging area of the requesting jurisdiction.

Appendix 1 – Amateur Radio Resource List

COMMUNICATIONS RESOURCES AND PERSONNEL ORDER

A. INFORMATION FROM REQUESTING AGENCY:

1. DATE/TIME _____ / _____

2. EMD MISSION NO. _____

3. AGENCY, AGENCY CONTACT, and TELEPHONE NO.

4. WHAT (Type of personnel and/or equipment) IS REQUIRED?

5. WHEN? _____ UNTIL: _____

6. WHERE?

7. REPORT TO: _____
(Name/Title)

8. TASK/MISSION: _____

FREQUENCIES: _____

TAC CALLSIGNS: _____

B. INFORMATION FROM AGENCY PROVIDING RESOURCE

WHO SENT (Name/Callsign) Agency Registered With

C. ORDER PREPARED BY: _____

Title: _____ Signature: _____

INSTRUCTIONS FOR COMPLETING THIS FORM

A. INFORMATION FROM REQUESTING AGENCY

1. DATE/TIME: 08/23/94 0800 (24-hour time)
 2. EMD MISSION NO.: Indicate the Mission Number assigned by the State Emergency Operations Officer (SEOO) or the Emergency Operations Center. A mission number must be assigned when considering the use of volunteers such as amateur radio operators.
 3. AGENCY, AGENCY CONTACT, AND PHONE NUMBER: County, John Doe,
(206) xxx-xxxx
 4. WHAT (type of personnel/equipment) IS REQUIRED:

Identify equipment needed, number of personnel needed, license required, etc.
 5. WHEN: Provide date needed. UNTIL: Indicate date when requirement no longer needed.
 6. WHERE: Indicate where resource is to go to and report.
 7. REPORT TO: Provide name of individual to report to upon arrival. Should be local EOC or staging area.
 8. TASK/MISSION: Define what the operators and/or equipment will be used for or what they will be doing to support operation.
- FREQUENCIES: Indicate frequencies that will be used in support of the mission.
- TAC CALLSIGNS: Indicate any "tactical" callsigns that will be used.

B. INFORMATION FROM AGENCY PROVIDING RESOURCE

WHO SENT? List of personnel being provided. Personnel identified must be registered with the state or local emergency management office as an Emergency Worker - Communications.

- C. ORDER PREPARED BY: Name of individual who prepared this order and signature.

APPENDIX 1 – AMATEUR RADIO RESOURCE LIST

The following form (TAB A) should be prepared, maintained, and a copy submitted to the state Emergency Management Division identifying those personnel who volunteer and can be available to support emergency communications away from the home jurisdiction.

When identifying personnel for this list, the following should be considered.

- Are the personnel registered as Emergency Workers?
- Are personnel willing to be deployed out of their “home” jurisdiction?
- Are personnel capable to be self-sustaining for up to 72 hours when deployed out of their “home” jurisdiction?
- Are personnel trained to set-up and operate equipment and handle message traffic effectively and efficiently under varying conditions/environments?

The information provided will be an invaluable tool for ensuring your resources are appropriately accounted for, particularly when personnel are deployed and possibly placed in harm’s way.

Tab A – Amateur Radio Resources List

INSTRUCTIONS FOR COMPLETING INFORMATION

JURISDICTION: County or City

POINT OF CONTACT: Provide the name of the person who will be the primary contact for coordinating use of personnel and/or equipment.

PHONE NO.: Provide a 24-hour contact number of the POC.

NAME: Provide name of individual (last name, first name, middle initial)

CALLSIGN: Provide amateur radio callsign of individual.

LICENSE: Indicate highest level of amateur radio license obtained. Levels (lowest to highest) are Technician, General, Advanced, and Extra.

TYPE EQUIP.: Using letter designator below, indicate type of equipment(s) individual can operate and/or has available for use.

A - 2-meter voice

B- 2-meter packet

C - APRS

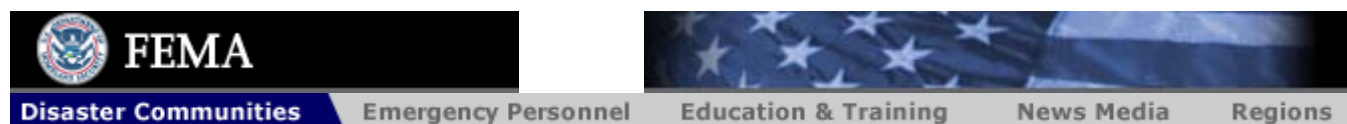
D - 6-meter voice

E - 40-meter voice and/or pactor

F - 80-meter voice and/or pactor

G - 220 and/or 440 MHz voice

MOBILE/PORT.: Using letter designator above, indicate which equipment is available for use in mobile and/or portable configurations.



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Guidance For Radio Amateur Civil Emergency Service

Civil Preparedness Guide Federal Emergency Management Agency

Washington, D.C. 20472

CPG 1-15

March 18, 1991

Foreword

This Civil Preparedness Guide (CPG) has been prepared as a reference to assist State and emergency management officials in establishing and operating Radio Amateur Civil Emergency Service (RACES) capabilities for use in responding to and managing emergencies and disasters. CPG outlines the procedures for developing a RACES plan and provides an example of a format.

(Signed)

Grant C. Peterson
Associate Director
State and Local Programs And Support Directorate

Distribution: Special

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Appendix - RACES Service Plan for the Support of Local Government During Emergencies

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- 1-8. FEMA's Role
- 1-9. Emergency Situations

1-1. Purpose.

This Civil Preparedness Guide (CPG) provides guidance to State and local governments to use the Radio Amateur Civil Emergency Service (RACES) as a means of emergency communication.

1-2. Applicability and Scope.

- a. The provisions of this CPG are applicable to State and local Governments that Utilize RACES in emergencies.
- b. In cases of conflict, Federal Communications Commission (FCC) Rules and Regulations take precedence over the provisions of this CPG.

1-3. Authorities.

- a. The Communications Act of 1934, Section 606, as amended.
- b. Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions.

1-4. Reference.

Title 47 Code of Federal Regulations (CFR), Part 97, Subpart F, and RACES.

1-5. Background.

- a. RACES is an organization of amateur radio operators who volunteer to provide radio communications for State and local governments in times of emergency. Created primarily to serve in civil defense emergencies, RACES provides essential communication and warning links to supplement State and local government assets during emergencies.
- b. RACES is a special part of the amateur operation sponsored by the Federal Emergency Management Agency (FEMA). RACES provides emergency communications for civil preparedness purposes only. RACES is conducted by amateurs using their primary

licenses or by existing RACES stations. In the event that the President invokes the Emergency powers, amateurs officially enrolled in the local civil preparedness group become limited to certain frequencies, while all other amateur operations would be

1-6. Definitions.

- a. **RACES** is a radio communications service, conducted by volunteer licensed amateur operators, for providing emergency communications support to State and local government.
- b. **RACES Station** is an amateur radio station licensed civil defense organization, at a fixed location, to provide the facilities for amateur radio communications in the RACES area.
- c. **Amateur Radio Communications** is noncommercial radio communications by or through amateur radio stations solely with a personal aim and without pecuniary or business interest.

1-7. The Role of State and Local Governments.

- a. **Local Governments.** The role of local governments is to establish and train a RACES organization designed to provide or supplement essential emergency communications within their local jurisdiction.
- b. **State Governments.** The role of State governments is to establish and train a RACES organization designed to provide or supplement emergency communications between elements of State Government and between State and local governments.

1-8. FEMA's Role.

FEMA's role is to provide planning guidance, technical assistance, and funding for establishing a RACES organization at the State and local government level.

1-9. Emergency Situations.

The RACES organization provides or supplements communications during emergencies when normal communication systems have sustained damage. It may be used in a wide variety of situations, including:

- a. Natural Disasters;
- b. Technological Disasters;
- c. Nuclear Accidents;
- d. Nuclear Attack;
- e. Terrorist Incidents; and
- f. Bomb Threats.

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Chapter 2 - Eligibility and Procedures for RACES

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2-1. General.

This chapter provides information on the requirements and procedures for establishing a RACES organization. Operator privileges in RACES are dependent upon the class of license held by the amateur.

2-2. RACES Eligibility.

Any United States citizen, who possesses a valid FCC Amateur Radio Operator License, Technician Class or higher, is eligible to become a member of RACES. The services of amateurs who hold a Novice Class license may be used, but this is not recommended due to the privilege limitations.

2-3. Procedures for Establishing a RACES Organization.

The following procedures are to be followed for establishing a RACES organization:

- a. To establish a RACES organization, the Director, State or local government Emergency Operating Center (EOC) or Director of Emergency Management (or designated representative) should first appoint, in writing, a reliable amateur to serve as the RACES Officer. This individual serves as a liaison between the RACES organization and the office and assists in the development of the RACES organization, recruits members, keeps the Director, EOC, informed of all RACES activities, progress, and needs.
- b. The RACES Officer is a General Class Amateur, or higher, thoroughly knowledgeable of the Rules and Regulations and familiar with the functions of the American Radio Relay League (ARRL) and the Amateur Radio Emergency Services of the ARRL. Individuals with organizational abilities, good verbal and written communications skills, and experience in emergency center operations are ideal candidates.

2-4. Recruitment and Retention.

- a. Each prospective member completes a RACES Operator Application and returns it to the RACES Officer. The RACES Officer designs the application to meet local requirements. The application must not contain information that is protected under the Privacy Act. The RACES Officer recommends acceptance or nonacceptance to the Emergency Management Agency. Once approval is granted, the Director prepares a letter designating the applicant as a certified RACES member. A photograph identification card for each RACES member is recommended.
- b. In order to serve effectively as a volunteer member of the emergency staff, access to otherwise restricted areas, such as the EOC or the jurisdiction's communications center, should be associated with RACES participation and assignments. To the extent that similar requirements exist for other members of the emergency staff with access to restricted areas, a limited background check for RACES applicants is also recommended. This should be performed in accordance with the jurisdiction's regulations and procedures.
- c. RACES members are responsible for:
 1. Participating in the training sessions;
 2. Briefing the RACES Officer of any changes in equipment or amateur status that affect operation in the RACES program;
 3. Developing a strong background in emergency procedures, FCC Rules and Regulations, and network procedures;
 4. Being available when emergency communications are required by the RACES Director;
 5. Helping strengthen the organization by offering suggestions and positive feedback to correct deficiencies;
 6. Complying with volunteer standards established by the jurisdiction; and,

7. Notifying the RACES Officer, in writing, when terminating membership.
- d. Membership participation should be evaluated every 2 years. If a member's participation is lacking, membership terminates; if deemed adequate, membership continues for a set number of years.

2-5. Training.

- a. Training sessions should be scheduled to exercise the efficiency of the emergency plan and the proficiency of the RACES members. On the average 1 hour per week should be dedicated to RACES activities and training.
- b. RACES organizations may be utilized during drills and exercises in order to train members and exercise the emergency plan. RACES exercises will help with updates or revisions to the RACES plan. Special RACES drills and exercises serve as a mechanism for honing emergency communications procedures in general and for training in any specific communication protocols used by the jurisdiction. Periodic participation in full scale exercises is also beneficial in promoting familiarity with other elements of the jurisdiction's emergency plan and procedures the communications function must support.
- c. All training must be recorded in the participant's and RACES unit's files.

2-6. Development of a RACES Plan.

- a. Once membership reaches a strength that is considered adequate by the RACES unit's bylaws and an emergency plan that meet local requirements must be written.
- b. Development of a RACES plan is vital to the organization and its importance cannot be overemphasized. A plan must be prepared in accordance with the local area needs and facilities available within that particular area. Written plans must clearly describe emergency procedures to be covered. All local government RACES plans are forwarded to the State disaster preparedness communications officer for coordination and retention. All State Government RACES plans are forwarded to the FEMA Regional Communications Officer for coordination and retention.
- c. The following items should be addressed, at a minimum, within the plan and provisions to cover them:
 1. Identify the community or area where coverage is required;
 2. Identify the type of support needed, i.e., shelter, communications, hospital, etc.
 3. Identify the network to be used to provide each type of support, the operating frequency, mode of operation, and location of the network control station for each network;
 4. Establish the RACES Unit's chain of command, identifying the emergency management organization's communications officer (or other official) to whom the RACES unit reports;
 5. Identify frequencies--high frequency and very high frequency--to be used by mobile, portable, repeater, and fixed stations;
 6. Provide the addresses of all known fixed station locations required to support the network;
 7. Define the areas of operation of mobile stations required to support each network;
 8. Describe, briefly, the communications equipment required for portable, mobile, and fixed operations;
 9. Describe, briefly, the communications equipment, antenna, and power source required for portable, mobile, and fixed operations;

10. Include a statement that states, "FCC Rules and Regulations apply to the operation of a radio in the amateur service and therefore apply to the RACES organization."
- d. A checklist unique to the local requirements may be developed and incorporated in the plan. Testing and drills may be scheduled but must not exceed a total time of 1 hour per session.
- e. The appendix provides an example of a local plan which may aid in the development of the plan.

2-7. RACES Activation.

- a. RACES may be activated by the appointed Director of an Emergency Management Agency or an authorized representative, for a particular area. The activation is in accordance with the approved civil defense communications plan in any emergency concerning the following:
 1. Safety of life;
 2. Preservation of property;
 3. Alleviation of human suffering and need;
 4. Any disaster endangering the public;
 5. Act of sabotage; or
 6. Testing and drills.
- b. RACES stations and operators supplement surviving communications facilities, or meet the minimum emergency communications requirements.

2-8. RACES Unit Records.

It is recommended that the Emergency Management organizations provide appropriate space and maintain custody of these records. The following records should be maintained by the RACES Unit:

- a. The jurisdiction's current RACES plan;
- b. Records of all RACES Unit activation, drills, and training;
- c. Individual RACES Unit member files, including application form, copy of license, and record of participation in activation, drills, and training;
- d. Equipment manuals, with additional operating instructions, where appropriate. This includes equipment owned by RACES Unit members, but made available for common use (including equipment including personal equipment on loan and installed in the EOC); and
- e. Additional records or other documentation, as required by the Emergency Management Agency Office.

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Chapter 3 - Operations - War Time Emergency Situations and RACES Drills

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[3-4. General Limitations](#)

[3-5. Limitation on the Use of RACES Stations \(Wartime Emergency Situations\)](#)

3-1. General.

This chapter provides information on the use of frequencies in emergency situations when

Emergency Powers, under the provisions of the Communications Act of 1934, Section 606 amended, have been invoked by the President.

3-2. List of Frequencies (Wartime Emergency Situations).

- a. The frequency bands listed below are available to stations transmitting communications in RACES on a shared basis with the amateur service. In the event of an emergency necessitates the invoking of the President's War Emergency powers under the provisions of Section 706 of the Communications Act of 1934, as amended, only RACES station amateur stations participating in RACES may transmit on the following frequencies

Frequency or Frequency Bands

KHz:

1800-1825

1975-2000

3500-3550

3930-3980

3984-4000

7079-7125

7245-7255

10100-10150

14047-14053

14220-14230

14331-14350

21047-21053

21228-21267

MHz:

28.55-28.75

29.237-29.273

29.45-29.6

50.35-50.75

52-54

144.50-145.71

146-148

2390-2450

- b. In addition, 1.25 cm (220.0-225.0), 70 cm (420.0- 450.0), and 23 cm (1240-1300 M available.
- c. Frequencies at 3.997.0 MHz and 53.30 MHz are used in emergency areas to make contact with a military unit and for communications with military stations on matters coordination.

3-3. Message Format and Transmission Mode.

- a. The RACES message format should parallel other communications services such as the United States Army Military Affiliated Radio System and/or FEMA.
- b. Each message element should be defined to minimize confusion. In emergency communications, most messages are assigned immediate transmission precedence. The emergency communication individual must understand the order of transmission and the precedence governing its sequence. The following defines message precedence:
1. IMMEDIATE precedence messages are processed ahead of all other precedence

messages and sent or delivered in the order of receipt.

2. PRIORITY precedence messages are processed in the order of receipt and after IMMEDIATE precedence messages and ahead of all ROUTINE precedence messages. PRIORITY precedence messages are sent or delivered in the order of receipt.
 3. ROUTINE precedence messages are processed in the order of receipt and IMMEDIATE and PRIORITY precedence messages.
- c. The mode of transmission should be selected to suit the emergency situation and available communication resources. The mode must remain flexible in the emergency. To eliminate confusion, list modes in order of preference. The following are several recommended modes:
1. Voice Communications (telephone)-In most situations, voice fulfills the communications requirement. Use voice communications when a printed copy is necessary.
 2. Radio Teletype (ASCII/BAUDOT)-When printed copy is essential, select one.
 3. Packet (High Frequency/Very High Frequency (VHF))- VHF Packet operation is synonymous with the transfer of information between amateur stations throughout the United States. Packet is an extremely accurate mode that could be used for emergency communications. Information may be passed between packet stations at high speed with complete accuracy. Packet is highly recommended when a printed copy is required for an emergency operation.
- d. Many other modes are available that could be used for emergency communication: the modes listed in subparagraphs 3-3c(1), (2), and (3) should be considered before other modes. Mode selection must be within the boundaries of FCC Rules and Regulations. Authorized modes for the frequencies listed in this plan. VHF frequency modulation provides a reliable voice link between mobile units, pedestrians, and the EOC.

3-4 General Limitations.

- a. RACES stations operating in any of the frequency bands listed in this plan shall not cause harmful interference to other services that might share the frequencies.
- b. All messages transmitted by a RACES station must be authorized by the emergency organization for the affected area.
- c. All messages transmitted in connection with drills or tests are plainly identified as such by the words drill or test in the body of the messages.

3-5. Limitation on the Use of RACES Stations (Wartime Emergency Situations).

- a. While performing duties as a RACES operator, members may not communicate with amateurs who are not RACES members. Only emergency communications may be transmitted as defined in FCC Rules and Regulations. No amateur radio station shall be operated in the RACES unless it is certified as registered in a disaster service organization.
- b. No RACES station shall be used to transmit or receive messages for hire, nor for communications for compensation, direct or indirect, paid or promised.

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Appendix.

RACES Service Plan for the Support of Local Government During Emergencies

(Based on the plan developed at Tacoma, Washington)

To convert this plan for use in your community, replace the underlined portions of the same with the information you compile in completing the worksheets, and provide annexes applicable to your community.

For statistical information purposes, it is requested that a copy of your community's amateur radio plan be sent to:

The FEMA region and the disaster services office you serve.

Limited planning assistance is also available by contacting the FEMA region that supports your community.

APPROVALS

This plan has been reviewed and approved by the following authorities:

Defense Commissioner,
Federal Communications Commission

FEMA Regional Communications Officer

State RACES Officer

Director
Tacoma Department of Emergency Services

Chairman
Washington State Emergency Communications Committee

Chairman, Tacoma/pierce County
Operational Area Emergency Communications Committee

RACES Coordinator, Tacoma/pierce County
Amateur Radio Support Group

1. Introduction.

- a. **Scope.** This plan provides guidance for the Radio Amateur Civil Emergency Service (RACES) to support local government officials during certain emergency circumstances.
- b. **Purpose.** This plan is intended to provide coordinated operation between the Tacoma government officials and the RACES organization during times when there are extraordinary threats to the safety of life and/or property. Maximum benefits from the RACES organization can be obtained only through careful planning which includes the organizations, agencies, and individuals concerned and assigns a definition of emergency to each. This plan enables agencies and organizations having emergency response plans to include the RACES organization in local emergency plans and programs.
- c. **Operations.** This plan becomes official for the City of Tacoma, Washington, when signed by the Federal Communications Commission (FCC); Director of Emergency Services; Chairman of the State Emergency Area Emergency Communications Committee; and authorized RACES representatives. Under this plan, the Director of Emergency Services is empowered to request the use of Available volunteer communications facilities and personnel. Acceptance of or participation in this plan shall not be deemed as a relinquishment of license control, and shall not be used to prohibit an amateur radio service licensee or broadcast licensee from exercising independent discretion and responsibility in any given situation under the terms of their license.

2. **Authority.** Part 97 Subpart A, Federal Communications Commission Rules and Regulations.

3. **Authentication.** The form of authentication that will be used between the activating agency and the RACES organization.

and the RACES organization is personal identification or knowledge of the individual involved.

4. **Identification.** The methods used to identify a RACES member and key personnel communications support operation are the following:
 - a. **Local Emergency Services Identification Card**, and
 - b. **Personal Acquaintance.**
5. **Implementation Procedures.**
 - a. **Procedures for Government Officials.** Upon notification or determination emergency condition or situation posing an extraordinary threat to life and/c **the City of Tacoma. Washington Director of Emergency Services** will c RACES Liaison Officer.

The **Director of Emergency Services** will use the following format when c the RACES Liaison Officer:

"This is **Lee Clark**, Director of **the City of Tacoma Department of Emergency Services**. I request that the RACES organization be activated for **Tacoma, Washington** because of (description of emergency situation)."

In order to speed personnel activation during emergency conditions or prov announcements, an authorized official may contact the **Tacoma/pierce Co Operational Area- emergency broadcast system station** and request that a service announcement be made to assist activation of the RACES organiza

Upon request of the emergency condition, a termination notice will be issue appropriate government officials.

- b. **Procedures For Amateur Radio Operators.** Upon request by authorized ; the designated RACES member(s) will report to the EOC and activate the r emergency nets using the frequencies below:

Shelter net	29.5 MHz USB
Evacuation net	146.52 MHz FM
Hospital net	223.5 MHz FM

RACES members missing a designated assignment by the EOC network c encouraged to check in at any time.

In the event that assistance is offered by amateurs not living within the imm area, amateurs will contact the EOC on the previously listed simplex freque locally used repeater frequencies for assignment and dispatch.

At the cessation of the emergency, authorized officials initiate roll call from using any one or more of the previously listed simplex frequencies and loca frequencies. RACES members will then acknowledge and confirm receipt c termination message.

6. **Tests.** Tests of the system include:
 - a. **One test per week** of the RACES organization.
 - b. **Annual** emergency exercises.
7. **Annexes.**
 - a. Annex A: Lists Key personnel and their telephone numbers.

- b. Annex B: Lists authorized RACES Radio Frequencies.
- c. Annex C: Lists RACES members and resources.
- d. Annex D: Functional block diagram of agencies that interface with the emergency organization.
- e. Annex E: Local Checklists.
- f. Annex F: Glossary of terms.

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