

LINCOLN COUNTY EMERGENCY MANAGEMENT AGENCY RADIO AMATEUR CIVIL EMERGENCY SERVICE PLAN

I. AUTHORITY

- A. RACES is authorized by 47 CFR Part 97.407 of the Federal communications Commission. A copy of 47 CFR Part 97.407 is included as Appendix B to this plan. In the event that the President should ever invoke the War Emergency Powers Act, amateur radio operators not designated as a RACES station could be silenced. Stations operating in RACES would only be allowed to transmit at the direction of the appointing governmental authority.
- B. RACES guidance is also provided by FEMA document CPG1-15 March 1991. A copy of this document is available at the FEMA web site: <http://www.fema.gov/library/civilpg.shtm> NOTE: FCC Rules, Part 97 still apply to all RACES stations and RACES operators participating in RACES operations. **AMATEURS OPERATING IN RACES WILL USE THEIR PRIMARY CALLSIGNS, OFFICIAL RACES CALLSIGNS ARE NO LONGER BEING ISSUED OR RENEWED BY THE FCC AS OF APRIL 15, 2000. (See Appendix H in the rear of this plan.)**

II. SITUATION AND ASSUMPTIONS

This plan details the implementation of the Radio Amateur Civil Emergency Service (RACES) within Lincoln County Kentucky. Instructions and general operating procedures presented in this document are applicable to message traffic handling by RACES and use in all RACES training. All amateur radio operators are encouraged to use this document in training and/or activated net operations.

III. MISSION

- A. RACES is an organization of federally licensed amateur radio operators who volunteer to provide radio communications for state and local governments during times of emergency. Created in 1952, primarily to serve in civil defense emergencies, RACES provides essential communications and warning links to supplement State and Local government agencies during emergencies. RACES is organized to provide emergency communications for civil preparedness purposes only. RACES is a special part of the amateur radio service sponsored by the Federal Emergency Management Agency (FEMA) and is conducted by amateur radio operators using their primary station licenses or by existing RACES stations. **During an emergency, RACES is operated under the direct control of the local emergency management director, or under the direct control of the Director of the Kentucky Division of Emergency Management, through the State Radio Officer (SRO) or his/her assistants.**
- B. Both, RACES and Amateur Radio Emergency Service (ARES) response are discussed in the Lincoln County Emergency Operations Plan (KyEOP). The Lincoln County EOP is the guidance document for emergency response within Lincoln County Kentucky. This Emergency Operations Plan establishes the fundamental policies, basic program strategies, assumptions and mechanisms through which the Lincoln County EMA will mobilize resources and conduct activities to guide and support local emergency management efforts through preparedness, mitigation, response and recovery. The EOP addresses coordinated evacuation and sheltering, post disaster response and recovery; rapid deployment and pre-deployment of resources; annual exercises to determine the ability of local government to respond to emergencies; and clearly

defined responsibilities for county and state agencies through the use of functional Annexes with appertaining Appendices and Tab's.

- C. When an emergency occurs or disaster strikes, local governments will utilize their own response resources first, followed by implementation of mutual aid agreements. Only when the emergency or disaster has depleted or threatens to deplete their own response capabilities would local governments be expected to request assistance from the State.
- D. In a large scale emergency, Boone Center, the State Emergency Operations Center (State EOC) will be activated, and staffed with Kentucky Emergency Management personnel and representatives from state agencies and private organizations. All communications, including ARES and RACES operations, are conducted in accordance with Annex B (Communications) of the Ky Emergency Operations Plan.
- E. In major local emergencies the local EOC will be activated by county officials and staffed with the representatives of agencies involved in the handling of the emergency. All communications at local level, to include ARES and RACES will be in conjunction with Annex B (Communications) of the county Emergency Operations Plan

IV. DIRECTION AND CONTROL

- A. Should the need arise; the Director of Lincoln County Emergency Management or their designee, based on this plan, may request the use of available volunteer communications equipment and personnel from ARES or RACES.
- B. The Director will alert the Local RACES Officer and request that the RACES organization supporting the local Emergency Operations Center (EOC) bring up communications links between needed locations.
- C. Once contacted, the Local RACES Officer will implement this plan in coordination with the RACES Region Coordinators (if needed) and the State RACES Officer. Amateur radio, through RACES organizations/operators, should be prepared to support the following tasks/missions at the local, regional and state levels:
 - 1. Back-up emergency direction and control communications between the local government Emergency Operations Center (EOC) and any area EOC or the state 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 local EMA 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.
 - 5. Communications between the local EOC, and respective designated command posts, staging areas and base camps.
 - 6. Support back-up emergency communications between the states EOC, FEMA Regional Operations Center (ROC), and the FEMA Disaster Field Office (DFO) if requested.

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 any other requirements designated by the local emergency management office.
- D. 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 public. If needed, the Local, Area or State RACES Officer will coordinate with the ARES SEC and DEC's for deployment of ARES organizations to support possible requirements identified above. If the community adopts a dual membership ARES/RACES organization, operations will be fluid and coordination is maximized between local government and served agencies.

E. Responsibilities:

1. Local Emergency Management Agencies are responsible for:
 - a. Appointing a local RACES Officer and any assistants. Establishing a list of local RACES operators and issuing appropriate letters of appointment as RACES Station Operators and any Identification for those RACES operators.
 - b. Developing and implementing a RACES plan for the employment of amateur radio within the jurisdiction. The local RACES plan should complement the state plan.
 - c. 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. In the absence of such a station, local EMA's should insure that they have access to equipment that will be brought to the EOC or EMA office and a place set aside for it.
 - d. Being prepared to provide amateur radio communications to state, federal, and other organizations located within the jurisdiction.
 - e. Being prepared to receive traffic from the general public (licensed independent stations) over local emergency nets.
2. State Emergency Management, State RACES Officer shall be responsible for:
 - a. Maintaining and executing this plan as needed. Identifying and coordinating the operation of amateur networks to support the operational requirements identified above.

- b. Identifying and designating the RACES Area Coordinators and regional Net Control Stations. Ensuring designated stations are prepared to assume role as the State NCS.
- c. Supervise the operation of the RACES radio station located in the state EOC. Ensuring that operators are trained and exercised on the equipment.
- d. Coordinating with local RACES Officers, ARES SEC, and/or ARES DEC and EC's, 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 operations so long as they are registered with their local EMA.

F. IDENTIFICATION OF RACES OPERATORS

RACES operators are enrolled in the emergency management group for a specific government entity. In accordance with CPG 1-15, that governmental entity is the only agency that can issue Identification for the RACES operator for use within the area of the individual's responsibility. Therefore, Lincoln County EMA will be responsible for issuing the official RACES identification to all operators for Lincoln County Amateur Radio Emergency Service identification is available by being enrolled in an ARES group.

G. FOUR LEVELS OF EMERGENCY

situation.

of
KyEM

Level 1: Day to Day Emergency. Local response capability can handle
No State assistance is required.

Level 2: Minor Emergency. Situation intensifies. A local declaration of a State
Emergency is signed by the chief elected official of that jurisdiction.
advised.

Level 3: Major Emergency. Local response capabilities inadequate. Situation
requires state response assistance and possibly federal assistance. State EOC is
activated. Governor declares State of Emergency.

Level 4: Catastrophic Emergency. Widespread threats to public safety exist.
Large scale State and Federal response and recovery assistance required.

H. RACES ACTIVATIONS

1. RACES may be activated at state level by: The Director of Ky Division of Emergency Management or their designee, the KyEOC Operations Branch Manager or the Information Systems Branch Manager. All RACES nets in Kentucky are to be activated for Statewide RACES Activations. Notification of Statewide RACES Activations is made by or on behalf of the State RACES Officer to each Area RACES Officer. Each RACES officer contacts each of the net control stations in the respective region for activation. Any of the fourteen Area Managers for the Kentucky Division of Emergency Management may activate RACES nets for their respective regions. Local EMA Directors or their designees may activate RACES operations within their jurisdictions. A RACES activation means that all RACES nets in the affected area are requested to be opened for official traffic.

2. RACES may be activated at any level with the following priorities:
 - a. Safety of life;
 - b. Preservation of property;
 - c. Alleviation of human suffering and need;
 - d. Any disaster endangering the public;
 - e. Act of sabotage; or
 - f. Testing and drills
3. RACES stations and operators supplement surviving communications facilities, or provide emergency communications facilities. RACES will be activated for all Level 4 emergencies and may be activated for Level 2 and 3 emergencies. RACES may also be activated at the discretion of the appropriate KyEM officials.

V. CONCEPT OF OPERATIONS

A. RACES ELIGIBILITY

1. Any United States citizen who possesses a valid FCC Amateur Radio Operators License, Technician class or higher, is eligible to become a member of RACES. The services of amateurs who have a Novice class license may be used, but this is not recommended due to privilege restrictions upon their license class. All RACES operators are required to operate within the restrictions of their license class, as per Part 97. All RACES Radio Officers must hold a General Class or higher amateur radio license to be appointed by their respective emergency management jurisdiction, per FEMA CPG 1-15 Section 2-3 (b), dated March 18, 1991.

B. SUPPORT COMMUNICATIONS

1. There are several means of support communications that are available to assist in emergencies. For the purpose of this plan, we shall address the following:

C. AMATEUR RADIO EMERGENCY SERVICE (ARES)

1. Ky ARES is sponsored by the American Radio Relay League (ARRL) and is an affiliate of the Department of Homeland Security's CitizenCorps by a formal Statement of Affiliation between DHS and ARRL signed during the ARRL 2003 National Convention, June 21, 2003. KyEM further recognizes that Ky ARES is an organization of amateur radio operators licensed by the Federal Communications Commission whose purpose it is to, in an organized and professional manner, assist government agencies within the local, state and federal tiers of government with emergency communications support in time of public emergency.
2. Ky ARES coordinates with the hierarchy of the ARES program within the Commonwealth of Kentucky, which includes 14 ARES Districts, which mirror the 14 established KyEM Areas, and local ARES programs at county levels across the Commonwealth.

D. RADIO AMATEUR CIVIL EMERGENCY SERVICE (RACES)

1. The RACES organization in Kentucky is divided into fourteen areas established by the Kentucky Division of Emergency Management. Each Area may have an Area RACES Radio officer appointed by the SRO, who is responsible for developing and providing methods for the cities and towns in their area to communicate with their neighbors and to state government. County EMA Directors are responsible for the establishment of a local RACES program and appointments for local RACES Radio Officers and RACES Operators for their jurisdiction.
2. The Kentucky ARES/RACES organization has a weekly HF radio network which meets Monday evenings at 7:30 pm Eastern / 6:30 pm Central time on 3.993.5 MHz. All cities and towns in the Commonwealth are invited to participate by sending their RACES radio officer or designee to check in. During these nets issues of administration, coordination and training are discussed for both the ARES and RACES programs of the Commonwealth. In the event of an emergency activation of either ARES or RACES net operations, the nets will be on the same frequencies as the weekly net with the addition of 7.228 MHz for day time operations.
3. Per Annex B (Appendix B-1) of the KyEOP, The RACES assigned frequencies for Kentucky are: 3524.5, 7097.5, 7109.5, 4050.0, and 21050.0 kHz for CW (Radiotelegraph) and RTTY (Radio teletype). 3993.5 kHz for voice on lower-side-band (LSB) and VHF/UHF transceivers are authorized for operation throughout the state for RACES communications to state, area and county/municipal level should the President's War Powers be invoked. See Appendix A.
4. To allow a smoother transition from ARES to RACES operations in the midst of a developing situation, it is recommended that communities examine the option of having a dual enrollment of amateurs in both organizations. RACES cannot function prior to a state of emergency being issued by local or state governments and ARES may not be able to function in the event of national crisis should the President exercise his full, War Emergency Powers authorities and cause non-RACES operators to leave the air. By having local amateurs enrolled in both organizations, EMA's can reap the full benefit from amateur radio's communications support capabilities during community events and 'stand by' activities in the stages when it is too early to determine the exact threat level as the situation is still fluid. Once emergency operations are needed, EMA's have the option of leaving amateurs in ARES mode for lesser emergencies and disasters or in the event of a large crisis, can activate these same individuals in a RACES mode without changing personnel or assigned duty stations.

E. SKYWARN

1. SKYWARN is a component of ARES, and activates based upon data from the National Weather Service. Many times events requiring RACES and ARES activations are Weather situations, and thus require a level of coordination between these groups. SKYWARN has it's own criteria for activations and reporting information. These are described in SKYWARN plans and SOP's outside this document.

F. OUTLINE OF ARES/RACES COOPERATION

1. 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 Kentucky Section Emergency Coordinator (SEC) and Assistant Section Emergency Coordinator or others may be appointed as Assistant State RACES Officers and the District Emergency Coordinators (DEC) may be appointed as RACES Area Coordinators. Doing this allows full coordination and functionality of both programs
2. The local RACES Officer, appointed by the local EMA Director, serves as the liaison between the RACES organization and the local 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. It is suggested that, whenever possible, the ARES local Emergency Coordinator (EC) and the local RACES Officer be the same person.
3. 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.

G. RACES NET OPERATIONS GUIDELINES

1. Good net procedure for all stations on a net suggests that all stations use the following prosigns:

OVER - When you are inviting another specific station to talk.
OUT – When you are ending your transmission and expect no response.
BREAK – When you have been communicating with one station, and wish to invite another station to transmit Eg: “Franklin County EOC, Roger your message – BREAK – Madison County EOC what traffic do you have?” These techniques can be used effectively to keep the frequency clear, and to make it obvious which specific stations are invited to transmit and minimize unwanted interruptions. Nets will be asked to use these prosigns.
2. When conducting a conversation, keep it short and to the point. We do not wish to tie up frequencies with long-winded explanations or transmissions unless the net control has specifically invited it (and net control stations should specifically discourage any transmissions not pertaining to the event when in active control). Unless transmitting a formal message, all transmissions should be limited to 30 seconds or less.

H. TACTICAL CALLSIGNS

1. Identify using tactical callsigns at all times. **Only** identify with FCC callsigns at the end of an exchange, or every ten minutes. Use your FCC assigned callsign when checking in to a net only if you have the expectation that you may not transmit within 10 minutes.

Eg: “This is ... Ky State EOC, KY4EOC OVER” or:
“KyEM Area 5, this is Hardin County EOC OVER”
“State EOC, KY4EOC OUT.”

2. If you must call a station, call the station by the tactical callsign, not the FCC assigned callsign. Wait until the conversation is over or 10 minutes to use your FCC identification. If no response is received, announce that no contact was made, your tactical callsign and your FCC callsign.

I. RACES NET CONTROL DUTIES AND AUTHORITIES

1. RACES nets are directed nets and will be treated accordingly. The authority of the Net Control Station (NCS) extends only to the operation of the net on the air. However, within this scope, and while the net is in session, the authority of the NCS is absolute. It is the duty of the NCS to maintain strict discipline and adherence to standard operating procedures. The decisions of the NCS are final and NCS instructions must be strictly complied with. The content of messages, message formatting, handling of the net, are not subjects to be discussed during net operations
2. Messages are passed, and acknowledged during a net. Discussion of net procedures must be held after the business of the Net and NCS are complete. It is not the job of the net participants to second-guess the NCS' actions and this will not be tolerated.
3. The NCS derives their authority from the KyEM Director, the State RACES Radio officer, or the Area or local RACES Radio officer, and is responsible to that person for the conduct of the net. While using shared repeater systems the NCS may, at his/her discretion, hold the net in informal mode during a drill or emergency activation and allow other traffic on the net frequency.
4. Net control operators are responsible for the efficient organization of the net and efficient passage of traffic according to priority. In every case, net control stations are required to determine the precedence of any traffic that the net holds, and passing the most urgent traffic before all other traffic.
5. One particular activity that net control stations should take is to regularly send stations with traffic off to another frequency to pass the traffic so that the net can proceed without interruption. Generally, all traffic should move off frequency to be passed, unless more than one station is receiving the traffic.
6. In an activation scenario, a net control should be appointed at least temporarily, that is not the station moving the majority of the traffic. This will support traffic being passed off frequency and net operations continuing undisturbed.

J. PROCEDURES FOR DIGITAL MODES

Digital modes such as APRS, Packet, Pactor, Pactor II, PSK 31 etc., may also be used for the transmission of RACES messages. Due to the built-in error checking in some of these modes, plain language will be used at all times. The use of Q-Signals and Prowords are to be avoided. If an error is made during a "keyboard-to-keyboard" digital transmission, the sending operator will send: "The

following was sent in error", followed by the words that were sent in error. This will be followed by the words "correction follows", followed by the proper text. If an error is discovered in a message sent to a bulletin board, the message will be withdrawn if possible. If this is not possible, a subsequent message outlining and correcting the error will be sent.

NOTE: A message is not considered as delivered until the receiving station acknowledges receipt of the message. A message left on a "public bulletin board" or a "personal bulletin board" is not considered as delivered until acknowledged by the station it was intended for. For this reason, "keyboard-to-keyboard" transmission is encouraged whenever possible.

VI. APPENDICES

- A. RACES FREQUENCY ALLOCATIONS DURING INVOCATION OF THE PRESIDENTIAL WAR EMERGENCY POWERS ACT
- B. FCC Rules and Regulations, 47 CFR PART 97.407
- C. Jurisdiction RACES Radio Officer Appointment Form
- D. RACES Radio Operator Appointment Form
- E. Jurisdiction Amateur Radio Resources Inventory List
- F. KyEM Critical Sector Assessment Report
- G. Glossary of Definitions
- H. FCC Eliminates RACES Station Licenses

APPENDIX A – RACES FREQUENCY ALLOCATIONS DURING INVOCATION OF

THE PRESIDENTIAL WAR EMERGENCY POWERS ACT

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.

Frequency or Frequency Bands In KHz:

1. 1800-1825
1975-2000
3500-3550
3930-3980
3984-4000
7079-7125
7245-7255
10100-10150
14047-14053
14220-14230
14331-14350
21047-21053
21.228-21.267 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
 2. In addition, 1.25 cm (220.0-225.0 MHz.), 70 cm (420.0- 450.0 MHz), and 23 cm (1240-1300 MHz) are Available.
 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.

APPENDIX B – 47 CFR PART 97.407

TITLE 47—TELECOMMUNICATION COMMISSION
PART 97--AMATEUR RADIO SERVICE-- Subpart E--Providing Emergency
Communications

Sec. 97.407 Radio Amateur Civil Emergency Service.

(a) No station may transmit in RACES unless it is an FCC-licensed primary, club, or military recreation station and it is certified by a civil defense organization as registered with that organization, or it is an FCC-licensed RACES station. No person may be the control operator of a RACES station, or may be the control operator of an amateur station transmitting in RACES unless that person holds a FCC-issued amateur operator license and is certified by a civil defense organization as enrolled in that organization.

(b) The frequency bands and segments and emissions authorized to the control operator are available to stations transmitting communications in RACES on a shared basis with the amateur service. In the event of an emergency which necessitates the invoking of the President's War Emergency Powers under the provisions of Section 706 of the Communications Act of 1934, as amended, 47 U.S.C. 606, RACES stations and amateur stations participating in RACES may only transmit on the following frequency segments:

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

(2) The 1.25 m, 70 cm and 23 cm bands; and

(3) The channels at 3.997 MHz and 53.30 MHz 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) A RACES station may only communicate with:

(1) Another RACES station;

(2) An amateur station registered with a civil defense organization;

(3) A United States Government station authorized by the responsible agency to communicate with RACES stations;

(4) A station in a service regulated by the FCC whenever such communication is authorized by the FCC.

(d) An amateur station registered with a civil defense organization may only communicate with:

(1) A RACES station licensed to the civil defense organization with which the amateur station is registered;

(2) The following stations upon authorization of the responsible civil defense official for the organization with which the amateur station is registered:

(i) A RACES station licensed to another civil defense organization;

(ii) An amateur station registered with the same or another civil defense organization;

(iii) A United States Government station authorized by the responsible agency to communicate with RACES stations; and

(iv) A station in a service regulated by the FCC whenever such communication is authorized by the FCC.

(e) All communications transmitted in RACES must be specifically authorized by the civil defense organization for the area served. Only civil defense communications of the following types may be transmitted:

(1) Messages concerning impending or actual conditions jeopardizing the public safety, or affecting the national defense or security during periods of local, regional, or national civil emergencies;

(2) Messages directly concerning the immediate safety of life of individuals, the immediate protection of property, maintenance of law and order, alleviation of human suffering and need, and the combating of armed attack or sabotage;

(3) Messages directly concerning the accumulation and dissemination of public information or instructions to the civilian population essential to the activities of the civil defense organization or other authorized governmental or relief agencies; and

(4) Communications for RACES training drills and tests necessary to ensure the establishment and maintenance of orderly and efficient operation of the RACES as ordered by the responsible civil defense organization served. Such drills and tests may not exceed a total time of 1 hour per week. With the approval of the chief officer for emergency planning in the applicable State, Commonwealth, District or territory, however, such tests and drills may be conducted for a period not to exceed 72 hours no more than twice in any calendar year.

[54 FR 25857, June 20, 1989, as amended at 65 FR 6550, Feb. 10, 2000]

Appendix C - Jurisdiction RACES Radio Officer Appointment Form

**RADIO AMATEUR CIVIL EMERGENCY SERVICE (RACES)
RADIO OFFICER APPOINTMENT FORM**

For the Jurisdiction of _____, Kentucky

I, _____, appoint the following individual as
a Radio Amateur Civil Emergency Service (RACES) Radio
Officer for _____.

In addition, this individual is also enrolled as a
member of our Emergency Management Agency of this community.

Amateur Radio Call Sign: _____ License Class: _____
***RO's Must hold a General,
Advanced or Extra Class**

Name: _____

Street Address: _____

Mailing Address: _____

Town State Zip: _____

Home Telephone #: _____

Work Telephone #: _____

Pager #(If Applicable): _____

PIN #: _____

Email Address(If Applicable): _____

Appointment Expiration: 2 Years from date below unless sooner terminated
by EM authority or appointee resigns.

_____ Date: _____

Emergency Management Director

Appendix D - RACES Radio Operator Appointment Form

**RADIO AMATEUR CIVIL EMERGENCY SERVICE (RACES)
RADIO OPERATOR APPOINTMENT FORM**

For the Jurisdiction of _____, Kentucky

I, _____, appoint the following individual as a member/Radio Operator of the Radio Amateur Civil Emergency Service (RACES) organization for _____.
(Name of Jurisdiction)

In addition, this Individual is also enrolled as a member of our Emergency Management Agency of this community.

Amateur Radio Call Sign: _____

Name: _____

Street Address: _____

Mailing Address: _____

Town State Zip: _____

Home Telephone #: _____

Work Telephone #: _____

Pager #(If Applicable): _____

PIN #: _____

Email Address(If Applicable): _____

Appointment Expiration: 2 Years from date below unless sooner terminated by EM authority or appointee resigns.

_____ Date: _____

Emergency Management Director

**Send a copy to the State Radio Officer, Boone EOC, Frankfort, Ky.
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) of RACES member
- 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 designators below, indicate type(s) of equipment individual can operate and/or has available for use.
- A - 2-meter voice
 - B - 2-meter packet
 - C - APRS
 - D - 6-meter voice
 - E - 80 or 40 meter CW
 - F - 40-meter voice and/or pactor
 - G - 80-meter voice and/or pactor
 - H - 440 MHz voice and/or packet
 - I - Amateur TV
 - J - PSK 31
- MOBILE/PORT.:** Using letter designator above, indicate which equipment is available for use in mobile and/or portable configurations.

APPENDIX F – KyEM CRITICAL SECTOR ASSESSMENT REPORTS

Amateur Radio Operators are asked to submit a CSAR report to their local EOC at the beginning of an operation. Subsequent reports should be submitted every four hours, on the hour, for the duration of the operation. Use the NOTES section to provide additional information. ARES, RACES, MARS Operators are requested to submit this report based on their knowledge of the local situation based on a preliminary damage survey. Preferred method of communications is by local repeater, e-mail, Packet Radio, H F voice radio, FAX, telephone, and messenger (in order). Transmit your estimate of a particular status based on you knowledge of the situation. Report only critical sectors that you have reliable information on. Please do not guess. Status Codes are as follows:

GREEN normal operations
AMBER operations less than normal, but not causing significant problems
RED normal operations impossible, significant problems identified

<i>Reporting Office/Jurisdiction/Call Sign</i>		<i>Date/Time</i>
Line No.	Critical Sector Assessment Item	Green, Amber or Red
1.	Energy – Electric Power, Fuel Oil, Natural Gas	
2.	Communications – Phone, Computer Networks, Radio, TV, & 2Way Radio	
3.	Transportation – Air, Rail, Marine & Auto	
4.	Health Services – Hospitals, Nursing Homes, Health Departments, EMS & Mental Institutions	
5.	Water and Sewer	
6.	Public Works	
7.	Emergency Services – Law Enforcement, Fire, EMS Correctional Institutions, 911 PSAPs	
8.	Other Essential Government Services – Medicaid, Welfare, Prescriptions, Food Stamps	
9.	Financial Services – Banks, Savings & Loans	
10.	Technological Hazards – Chemical Plants, Pipelines and other processes	
11.	Commerce – Local Businesses, Food & Fuel	
12	Public Information – Public Perceptions	

NOTES:

APPENDIX G- GLOSSARY of DEFINITIONS

Amateur Radio – A radio communication service for the purpose of self-training, intercommunication and technical investigations carried out by amateurs, that is, duly authorized persons interested in radio technique solely with a personal aim and without a pecuniary interest.

ARES – Amateur Radio Emergency Service. A nationwide organization of Radio Amateurs who have registered their qualifications and equipment for public service communications with their local ARRL Section Emergency Coordinator.

ARRL – American Radio Relay League – The nationwide organization of amateur radio..

Communications Emergency – Whenever the volumes of communications traffic exceeds the capacity of communications facilities, whatever the cause.

DEC – District Emergency Coordinator – The Amateur Radio operator, appointed by the ARRL Section Emergency Coordinator, to coordinate emergency related public service communications for a defined geographical or functional area.

EC – Emergency Coordinator – The Amateur Radio operator, appointed by the ARRL Section Emergency Coordinator, to coordinate emergency related public service communications in a designated geographical area.

Health and Welfare Communications – Traffic relating to the disaster survivor's health and welfare, originating from the disaster site, or destined for the disaster site. This traffic is passed only after other traffic has been handled.

HF – High Frequency. The frequency range of 3 to 30 MHz.

MARS – Military Affiliate Radio System – An organization of Radio Amateurs who provide auxiliary communications for the military services.

NTS – National Traffic System – A network established by the ARRL, for the handling of messages over any distance.

RACES – Radio Amateur Civil Emergency Service – A radio service using amateur stations for civil defense communications during periods of local, regional or national civil emergencies.

RACES Radio Officer – An individual who holds a valid Amateur Radio license of General Class or higher who has been appointed in writing by a government authority as the volunteer RACES Radio Officer for that jurisdiction. This person is responsible for coordinating the RACES activities of the government authority. A sample appointment form can be found in Appendix C.

RACES Radio Operator – An individual who holds an amateur radio license who has also been appointed in writing by a government authority as a volunteer RACES operator for that government's jurisdiction. A sample appointment form can be found in Appendix D.

Stations designated as a RACES station - by a government authority may operate in the Amateur Radio Service when such operation is permitted and in RACES when such activation is requested by the government agency. It is recommended that all stations designated as RACES stations obtain written appointment documentation indicating this appointment. Proof of this

appointment should be kept in the station records. See Appendix D.

UHF – Ultra High Frequency. The frequency range from 300 to 1000 MHz.

VHF – Very High Frequency. The frequency range from 30 to 300 MHz.