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COLUMBIA COUNTY RACES STANDARD OPERATING PROCEDURES

I. PURPOSE

A.. To identify additional communications assets to support county response to incidents.

B. To establish policies under which all levels of government and RACES will operate during incidents requiring additional communications assets.

C. To provide a coordinated response during times of extraordinary threats to the safety of life and property.

II. DEFINITIONS

A. RACES: radio communications service, conducted by volunteer licensed amateur radio operators, for providing emergency communications support to State and local governments.

B. RACES Station: an amateur radio station licensed to a civil defense organization, at a specific land location, to provide the facilities for amateur radio communications in RACES.

C. Amateur Radio Communications: noncommercial radio communications by or among amateur radio stations solely with a personal aim and without pecuniary or business interest.

III. RESPONSIBILITIES

A. Columbia County EMA

Is responsible for providing:

1. Additional communications assets within Columbia County during an incident which requires EMA response by acquiring the assistance of RACES operators.

2. Adequate communications between the Columbia County EOC and vulnerable facilities such as mass care centers, hospitals, and certain locations during incidents or exercises, etc.. This may also include communications with state and/or federal agencies.

3. An adequate area within the Columbia County EOC for the network control station to operate and the basic equipment necessary to provide communications capabilities for RACES.

(3) In concert with the RACES Officers, 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.

(5) The RACES organization provides or supplements communications during emergencies where normal

communication systems have sustained damage or are inadequate to include but not limited to the following:

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

(6) Appropriate identification for all RACES operators to assure personnel accountability as well as authorization for entry to assigned duty locations.

(6) Maintain records of training, membership currency and radio logs for accountability and as a permanent record of the event. Records to be maintained at the Columbia County EOC.

(7) Appoint 2 persons as the liaison from the general RACES group and as "RACES Officers" within the EOC staffing pattern.

(8) Ensure, through the RACES Officer, that all applicable rules and regulations governing amateur radio operations and those pertaining to emergency management are complied with during emergencies and/or exercises.

(9) Provide training to all RACES members in order to integrate RACES with all facets of emergency management and response and to ensure the safety of all responders. Training to include but not limited to:

- a. Basic hazardous materials response
- b. Basic radiological incident response
- c. Emergency Management functions
- d. Hazards Vulnerability Analysis
- e. Any other such training to assure

adequate knowledge of emergency management functions and the role RACES fulfills in the overall response to emergency situations.

(10) Develop and maintain, along with the RACES Officer, this standard operation procedure and checklists for operators use during emergencies and exercises.

B. RACES Officers

Are responsible for:

- (1) To the extent possible, maintain radio equipment or, if beyond capabilities of operators to repair, report problems to EMA Coordinator.
- (2) Ensure that all applicable rules and regulations governing amateur radio operations and those pertaining to emergency management are complied with during emergencies and/or exercises.
- (3) Maintain accurate records of all members' training, license status, and membership status and providing same to EMA Coordinator annually.
- (4) Will provide supplementary stations and operators to fulfill emergency communications requirements which may include operations of the PEMARS system and UHF system.
- (5) Assign personnel to duty stations in conjunction with EMA Coordinator or at the request of EOC staff members.
- (6) Assist EMA Coordinator in developing and maintaining this SOP as well as checklists for assigned personnel.
- (7) 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 and report same to EMA Coordinator. State frequencies will be assigned by the state communications officer at the time of the incident.
- (5) Helping strengthen the organization by offering suggestions and positive feedback to correct deficiencies.

B. RACES Members

Are responsible for:

(1) Participating in the training sessions, to include but not limited to:

- a. Basic hazardous materials response
- b. Basic radiological incident response
- c. Emergency Management functions
- d. Hazards Vulnerability Analysis
- e. Any other such training to assure

adequate knowledge of emergency management functions and the role RACES fulfills in the overall response to emergency situations.

Under no circumstances will RACES Officers or Members respond to on-scene Command Posts involving hazardous materials or radiological materials unless they have successfully completed a Hazardous Materials Awareness Course and Radiological Assistant Course.

(2) Briefing the RACES Officer of any changes in equipment or amateur status that may affect participation 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 Emergency Management Coordinator.

(5) Helping strengthen the organization by offering suggestions and positive feedback to correct deficiencies.

(6) Complying with volunteer standards established by the jurisdiction and those dictated by the operator's license.

(7) Notifying the RACES Officer, in writing, when terminating membership.

(8) Ensure that all applicable rules and regulations governing amateur radio operations and those pertaining to emergency management are complied with during emergencies and/or exercises.

(9) Reporting radio equipment problems to the RACES Officers or to the EMA Coordinator.

(10) Maintain accurate records of activities during emergencies and/or exercises providing copies to the RACES Officers.

IV. SITUATION

A. RACES is an organization of amateur radio operators who volunteer to provide radio communications for state and local governments in times of emergency primarily to serve in civil defense emergencies. RACES provides essential communications and warning links to supplement County government assets during emergencies.

B. RACES is a special part of the amateur operation sponsored by the Federal Emergency Management Agency (FEMA). RACES is conducted by amateurs using their primary station licenses or existing RACES stations.

C. In the event that the President invokes the War Powers Act, amateurs officially enrolled in the local civil preparedness group would become limited to certain frequencies, while all other amateur operations would be silenced.

V. RACES ACTIVATION

A. RACES may be activated by the coordinator of the Columbia County Emergency Management Agency or authorized representative. The activation must be in accordance with an approved emergency management operations plan, which includes the communications annex, during any emergency concerning the following:

- (1) Safety of life
- (2) Preservation of property
- (3) Alleviation of human suffering and needs
- (4) Any disaster endangering the public
- (5) Acts of sabotage

(6) Testing and drills

B. The RACES Officers will be notified by the Columbia County Emergency Management Coordinator or designated alternate.

C. The RACES Officers will notify sufficient numbers of RACES Operators to fulfill the requirements of the situation. The RACES Officer will report to the Columbia County EOC or assigned location to establish the network.

VI RACES ELIGIBILITY

Any United States citizen who possesses a valid FCC Amateur Radio License, communicator class or higher, is eligible to become a member of RACES. Amateurs who have a Novice Class license may be used, but this is not recommended due to operating privilege limitations.

VII. TRAINING

A. Training sessions should be scheduled to exercise the efficiency of the emergency plan and the proficiency of the RACES members.

B. RACES organizations may be used during drills and exercises in order to train members and exercise the emergency plan.

C. Special RACES drills and exercises serve as a mechanism for honing skills in emergency communications.

D. All training must be recorded in the participant's and RACES unit's files as well as in the Emergency Management office.

VIII. SYSTEM TESTS

Tests of the RACES equipment will be conducted Tuesdays at 1900 hrs. by the designated RACES member as per the requirements of the RACES group and FCC regulations.

IX. REFERENCES

Title 47 Code of Federal Regulations (CFR), Part 97, Subpart E, 97.401 and 97.407 (A thru E), RACES.

X. AUTHORITIES

A. The Communications Act of 1934, Section 606, as amended.

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

APPENDICES:

1. RACES Personnel
2. Authorized Radio Frequencies
3. Message Format, Mode of Transmission
4. Organizational Chart
5. RACES Wartime Operations
6. General Limitations
7. RACES Checklist

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APPENDIX 1 RACES PERSONNEL

NAME

Barnes,Bill
Pat Camillocci
Dalous, Sam
Daring, Belinda
Daring,Richard
Dobson, Hank
Eichner,Charlyne.....
Foster, Robert
Gizowski, Jerzy
Hancock,Jim
Hoover, Mike
Hoover, Helen
Hosler,Donna
Hosler.Rodney
Hufford, James
Kelly, Ed
Kishbaugh, Cliff
Kishbaugh, Randall
Law, George.....
Leffler,Michael
Lemon, Terry.....
Martin, John
Maynard, Richard.....
Migueluez, Doreen.....
Migueluez, Mike.....
Moyer, John
Nichols, Dennis.....
Schack, Dave.....
Shecktor,Andrew
Smith,Nathan
Sponenberg,Josh
Vietz,Jere
Wasko, Charles.....

.....
.....
.....
.....

OUT OF COUNTY MEMBERS.....

Beattie, Robert
Bezdziecki,Larry.....
Edwards, Lewis.....
Edwards, Joann
Hoops,Paul

Hoops, William
Klein, Victor.....
Krohn, Ray
Mahoney, Fred
McCann, Jack
McCormick, Jack
Remensnyder, George, Sr
Robbins, Wayne
Stephens, Chris
Veth, Fred

APPENDIX 2
AUTHORIZED RADIO FREQUENCIES

COLUMBIA COUNTY FREQUENCIES
FREQUENCY
147.225 /r+pl 203.5...
147.120/r+pl 131.8....
145.130/r-pl 77.....
146.49 Simplex
3933-HF
.....
.....

STATE FREQUENCIES
FREQUENCY
145.37/r.....
146.91/r.....
3987.5
3993.5
7243.....
.....
.....
.....
.....

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APPENDIX 3
MESSAGE FORMAT, MODE OF TRANSMISSION

A. The RACES message format should parallel other communications services such as ARRL, United States Army Military Affiliated Radio System (MARS) and/or FEMA.

Although, the Columbia County formats will be used as appropriate (for example: Emergency Notification Report).

B. In emergency communications, most messages are assigned a transmission precedence.. 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 processed after IMMEDIATE precedence messages and ahead of all ROUTINE precedence messages.

(3) **ROUTINE** precedence messages are processed in the order of receipt and after the IMMEDIATE and PRIORITY precedence messages.

C. The mode of transmission should be selected to suit the emergency situation and the available communication resources. The mode must remain flexible in the emergency plan.

(1) Voice Communications (radio-telephone) - Use voice communications when a printed copy is not necessary.

(2) Radio Teletype (ASCII/BAUDOT) - Use when a printed copy is essential.

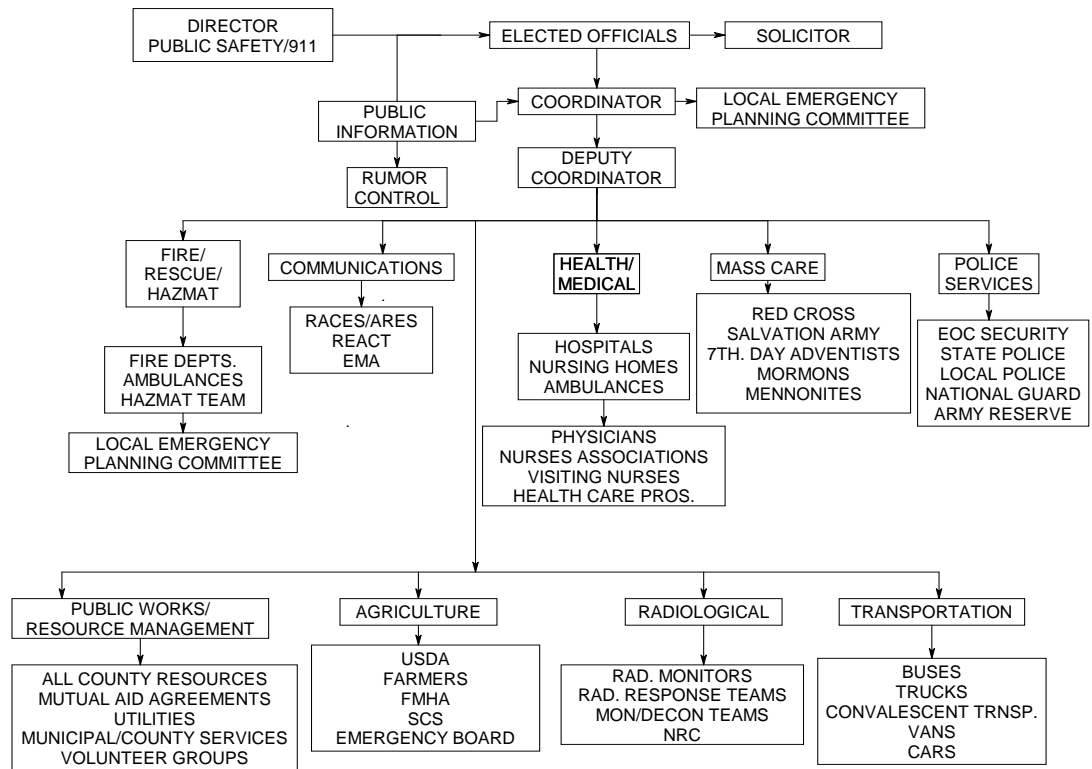
(3) Packet (High Frequency/Very High Frequency (VHF) - Packet is an extremely accurate mode that could be used for most local emergency communications.

Packet is highly recommended when an accurate printed copy is required for an emergency operation.

D. Many other modes are available that could be used for emergency communications; however, the modes listed above should be considered before others. Mode selection must be within the boundaries of FCC Rules and Regulations and for the frequencies listed in this plan. VHF could provide a reliable voice link between mobile units, pedestrians, and the EOC.

APPENDIX 4

ORGANIZATIONAL CHART



APPENDIX 5 WARTIME OPERATIONS

A. GENERAL

This chapter provides information on the use of frequencies in emergency situations when the War Emergency Powers, under the provisions of the Communications Act of 1934, Section 606, as amended, have been invoked by the President.

B. LIST OF FREQUENCIES

1. 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 that necessitates the invoking of the President's War Emergency Powers under the provision of Section 706 of the Communications Act of 1934, as amended, only RACES stations and amateur stations participating in RACES may transmit on the following frequencies:

KHz:	MHz:
Frequency or Frequency Bands	
1800-1825	28.55-.28.75
1975-2000	29.237-29.273
3500-3550	29.45-29.65
3930-3980	50.35-50.75
3984-4000	52-54

7079-7125	144.50-145.71
7245-7255	146-148
10100-10150	222-225
14047-14053	420-450
14220-14230	1240-1300
14331-14350	2390-2450
21047-21053	
21228-21267	

2. In addition, 1.25 cm (223.0-225.0), 70 cm (420.0-450.0), and 23 cm (1240-1300 MHz) are available.
3. Frequencies at 3.9935 MHz and 146.52 MHz are used in emergency areas to make initial contact with a military unit and for communications with military stations on matters requiring coordination..

APPENDIX 6 GENERAL LIMITATIONS

A. GENERAL LIMITATIONS

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

B. LIMITATION ON THE USE OF RACES STATIONS

1. 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.

2. No RACES station shall be used to transmit or receive messages for hire, nor for communications for compensation, direct or indirect, paid or promised.

APPENDIX 7 RACES CHECKLIST

PROCEDURE.....

Notify Alternate

Get briefing from EMC or Operations Officer

Perform operational check of radio equipment

Assist in notifying EOC Staff

Send RACES Operators to assigned locations

Ensure sufficient personnel in EOC for operation of RACES Net.

Maintain communications with Eastern Area Office, PEMA

Keep roster of all activated RACES operators

Coordinate with other EOC staff members

Maintain Communications with MARS

Use all available resources available in the EOC

**Maintain all paper work associated with
incident in the EOC
Complete an after action report to Eastern
Region Pema**

COLUMBIA COUNTY RADIO AMATEUR CIVIL EMERGENCY SERVICES STANDARD OPERATING PROCEDURES

Developed by:

Columbia County Emergency Management Agency in cooperation
with the Columbia Montour Amateur Radio Club.

October 1, 2005