

# **SACHSE RADIO AMATEUR CIVIL EMERGENCY SERVICES (R.A.C.E.S./A.R.E.S.)**



## **STANDARD OPERATING PROCEDURES**

**REVISED MAY 2002**

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## **INTRODUCTION**

### **HISTORY OF THE SACHSE RADIO AMATEUR CIVIL EMERGENCY SERVICES**

The Sachse Radio Amateur Civil Emergency Services, R.A.C.E.S., and Sachse Amateur Radio Emergency Services, A.R.E.S., were formed in the early spring of 2002. The Emergency Operations Center, or E.O.C., was established in the spring of 1995 almost two years after the Mother's Day tornado on May 9, 1993 caused excessive property damage to the communities of Sachse and Wylie. One person lost his life in this tornado when a neighboring trailer home was dropped on top of his by the tornado, and he was trapped beneath the wreckage. The tornado approached without warning, and because the city had no warning systems in place, there was no time to provide adequate warning to the community.

Shortly after the tornado, Sachse city officials began an active campaign to be prepared should such a disaster strike again. Emergency warning systems, which consisted of four tower-mounted sirens with battery backup, and cable television override were installed. The city also recruited assistance from the Garland Radio Amateur Civil Emergency Services to provide specially trained amateurs to operate the emergency operations center during severe weather, chemical spills, and other emergency situations whereas auxiliary communications and additional personnel would be required.

The primary purpose of the E.O.C., which is located within the police department facility, is to serve as a link via amateur radio between the National Weather Service, SKYWARN trained spotters in the field, and other communities equipped with emergency operations centers during severe weather. The E.O.C. is activated whenever conditions are favorable for severe thunderstorms or tornado formation, but can function as a command post during other types of emergencies, serving as a centralized point for the organization of R.A.C.E.S. volunteers.

The installation of the E.O.C. and the warning systems were just the beginning for the community of Sachse. Several newspaper articles have been published pertaining to the E.O.C. and the emergency warning systems so that the public may be made aware of what is being done to forewarn them of approaching danger. Policemen and fire fighters are also receiving basic storm spotter training so that they, too, may assist with better serving the community. Today, the City of Sachse has eight early warning sirens and a state of the art computerized monitoring system, which can predict problems with sirens. This assures the timely repair of the sirens before they are actually needed in an emergency.

The R.A.C.E.S. Radio Officer and his assistants are responsible for ensuring that the Emergency Operations Center operates effectively and according to the procedures in this manual. The Radio Officer has assistants whom are liaisons to the Fire Department and the Police Department. This insures effective communication between the departments and the E.O.C. in an emergency. At the writing of this manual, the Emergency Manager for the City of Sachse is the Chief of Police, Richard A. Benedict. He, along with Chief of Fire Services Doug Kendrick, and City Manager Bill Atkinson, coordinate activities in emergency situations and work closely with R.A.C.E.S./A.R.E.S. volunteers.

The procedures within this manual were created as a general guide to operations, and this manual will be updated as required due to changes in city policies, federal government laws, or the rules and regulations

### **INTRODUCTION (CONTINUED)**

pertaining to amateur radio operations through R.A.C.E.S. or A.R.E.S. A.R.E.S. services may be used on occasion when situations do not warrant assistance from R.A.C.E.S. Refer to the A.R.R.L. Operating Manual for general A.R.E.S. procedures that should be followed when providing their assistance as A.R.E.S. volunteers.

In light of the fact that the Radio Amateur Civil Emergency Service, or R.A.C.E.S., is an all-volunteer entity serving agencies of the government established to protect and preserve the welfare of the citizens of Sachse, Texas, and in consideration of the fact that the various R.A.C.E.S. organizations exist solely at the pleasure, convenience, and discretion of these agencies, this manual is prepared.

The criteria set forth in this manual are established to ensure the continued confidence of these agencies, to ensure the public trust, and to provide a document of reference for R.A.C.E.S. officials, appointees, and the general public.

It is not the intention of this manual to exclude any qualified candidate from participating in R.A.C.E.S., but rather to institute guidelines that will preserve the integrity of the organization.

However, the effective operation of any organization that consists entirely of people who voluntarily have chosen to provide their skills and personal equipment in the service of their communities depends entirely on the continued willingness of these people so to act and on their harmonious cooperation. In general, then, actions or threatened actions on the part of the appointees or appointee candidates, which endanger the effectiveness and harmony of the R.A.C.E.S. organizations, will be grounds for revocation or denial of a R.A.C.E.S. appointment.

R.A.C.E.S. is an acronym for Radio Amateur Civil Emergency Services. R.A.C.E.S. is provided for by Part 97, Subpart E, of the Federal Communications Commission Rules and Regulations governing the Amateur Radio Services and derives its existence from that document.

Throughout all R.A.C.E.S. documents masculine references are understood to apply to all personnel regardless of gender.

## **SECTION 1**

## **PURPOSES OF R.A.C.E.S./A.R.E.S.**

### **ART. 1.1 WHY R.A.C.E.S./A.R.E.S. EXIST**

ART. 1.1.1 The R.A.C.E.S. and A.R.E.S. organizations exist to provide specialized amateur radio communications and reporting supplements to their sponsoring agencies.

### **ART. 1.2 ROLES OF R.A.C.E.S./A.R.E.S.**

ART. 1.2.1 The sponsoring agencies may activate their R.A.C.E.S. organizations whenever the R.A.C.E.S. specialized communications skills are needed to aid the government mandate of protecting and preserving the public welfare.

ART. 1.2.1.1 A very important part of the R.A.C.E.S. mission is storm spotting and reporting of threatening weather to the sponsoring agencies and the National Weather Service so that the public may receive as much advance notice as possible of dangerous weather conditions.

### **ART. 1.3 ACTIVATION OR R.A.C.E.S./A.R.E.S.**

ART. 1.3.1 The sponsoring agencies may activate their A.R.E.S. organizations whenever the A.R.E.S. specialized communications skills are needed to aid the government mandate when R.A.C.E.S. services would not be appropriate.

ART. 1.3.1.1 An example of an A.R.E.S. activation would be searching for a lost child or another emergency whereas a R.A.C.E.S. activation would not be warranted.

## **SECTION 2**

### **ORGANIZATION OF R.A.C.E.S./A.R.E.S.**

#### **ART. 2.1 DALLAS COUNTY R.A.C.E.S.**

ART. 2.1.1 Dallas County R.A.C.E.S. shall consist of a Radio Officer appointed by an appropriate county official, such additional officers and assistants as the Dallas County Radio Officer may see fit to appoint, the other R.A.C.E.S. organizations that may exist within the County, and possibly individuals who are not appointees to any other R.A.C.E.S. organization. All appointees of member R.A.C.E.S. organizations are automatically appointees of Dallas County R.A.C.E.S., except as qualified by the R.A.C.E.S. agreement above. The Dallas County R.A.C.E.S. Radio Officer shall coordinate R.A.C.E.S. activities that affect more than one agency within the county as described in the agreement above.

#### **ART. 2.2 MEMBER R.A.C.E.S. ORGANIZATIONS**

ART. 2.2.1 Each member R.A.C.E.S. organization, such as Sachse, shall consist of a Radio Officer appointed by an appropriate official of the sponsoring agency, such additional officers and assistants as that Radio Officer may see fit to appoint, and those individuals appointed to that member R.A.C.E.S. organization in accordance with the general appointment criteria set forth in this document and with any particular criteria for that individual member's R.A.C.E.S. appointments.

ART 2.2.2 Each member R.A.C.E.S. Radio Officer shall obtain an appointment letter from his sponsoring agency authorizing his position as Radio Officer and shall submit a copy of this letter to the Dallas County Radio Officer.

#### **ART. 2.2 DALLAS COUNTY R.A.C.E.S. COUNCIL**

ART. 2.2.1 The Dallas County R.A.C.E.S. Council as defined in Section 3 of this manual will coordinate the activity of Dallas County R.A.C.E.S.

#### **ART. 2.3 A.R.E.S. MEMBERSHIP**

ART. 2.3.1 All Sachse R.A.C.E.S. members upon appointment shall automatically become members of A.R.E.S. (See also Section 4, Article 4.1.3).

## **SECTION 3**

### **DALLAS COUNTY R.A.C.E.S. COUNCIL**

#### **ART. 3.1 COUNTY R.A.C.E.S. COUNCIL TO BE COORDINATING BODY**

ART. 3.1.1 The Dallas County R.A.C.E.S. Council shall act as the coordinating body for Dallas County R.A.C.E.S. and shall consider and act upon those matters affecting the County organization as a whole. In all cases, however, each member organization and its sponsoring agency will have the final authority to accept or reject the Council's actions. In effect, then, the Council can recommend, but not require, that the member organization comply with its actions.

#### **ART. 3.2 R.A.C.E.S. COUNCIL COMPOSITION**

ART. 3.2.1 The R.A.C.E.S. Council shall consist of the Dallas County Radio Officer, the Radio Officers of each of the member organizations, and the Council Chairman. The Council Chairman is elected by the various member Radio Officers. He may, but does not have to be, one of the Radio Officers. Council meetings shall be held regularly at three month intervals as determined by the Council and at other times as decided by the Council. Council meetings shall be attended by the Dallas County Radio Officer or his designated representative, each member's Radio Officer or his designated representative and not more than one additional person for each Radio Officer. Other persons may be invited to appear before the Council when information they may bring will be of value to the Council. In matters requiring a Council vote, each Radio Officer or his designated representative and the Council Chairman have one vote, except in the case of the Chairman being one of the Radio Officers, in which case he shall have only one vote. Robert's Rules of Order shall govern Council proceedings. The various sponsoring agencies will be notified by their respective Radio Officers of all Council meetings and may send observers to the Council meetings if they desire to do so.

## **SECTION 4**

## **APPOINTMENT PROCESS AND APPEALS**

### **ART. 4.1 APPOINTMENT**

- ART. 4.1.1 Appointments to R.A.C.E.S. are made by the R.A.C.E.S. Radio Officer of the jurisdiction to which affiliation is sought or by an Appointment Review Panel for that jurisdiction.
- ART. 4.1.2 Appointments to R.A.C.E.S. are determined by the criteria set forth in Section 5, Criteria for R.A.C.E.S. Appointment, and Section 7, Criteria for Denial, Termination, or Non-Renewal of R.A.C.E.S. Appointment.
- ART. 4.1.3 As stated in Section 2, Article 2.3, all Sachse R.A.C.E.S. members upon appointment shall automatically become members of A.R.E.S.

### **ART. 4.2 APPOINTMENT REVIEW PANEL**

- ART. 4.2.1 The Appointment Review Panel shall be a three member panel consisting of officers of the R.A.C.E.S. jurisdiction to which appointment is sought.
  - ART. 4.2.1.1 R.A.C.E.S. OFFICER is defined as any appointed official, including but not limited to the R.A.C.E.S. Radio Officer, Assistant Radio Officer, Net Control Station, and Alternate Net Control Station.
  - ART. 4.2.1.2 The Appointment Review Panel may be comprised of any three officers as selected by the R.A.C.E.S. Radio Officer.
- ART. 4.2.2. The Appointment Review Panel will be convened at the request of the R.A.C.E.S. Radio Officer.
- ART. 4.2.3 The Appointment Review Panel will convene to consider application within forty-five days after submission of the required application and any supporting documents to the R.A.C.E.S. Radio Officer.
- ART. 4.2.4 Notification to applicant of the decision of the Appointment Review Panel will be by U.S. Mail if the applicant has included a self-addressed, stamped envelope with his application, or by telephone or email as soon as possible within a reasonable period of time.

## **SECTION 4**



## **APPOINTMENT PROCESS AND APPEALS (CONTINUED)**

### **ART. 4.3 APPEALS FOR REJECTED APPOINTMENTS**

ART. 4.3.1 A rejected application for appointment may be appealed to an Appeals Panel for reconsideration.

ART. 4.3.1.1 Applicant must submit a request for appeal in letter form to the R.A.C.E.S. Radio Officer of the jurisdiction to which appointment is sought.

ART. 4.3.1.2 Applicant must submit a copy of the appeal request to the Dallas County R.A.C.E.S. Radio Officer.

ART. 4.3.1.3 Applicant must present himself personally before the Appeals Panel convened at a mutually agreeable time and at a place within the county on or before the expiration of forty-five days after the applicant has been duly notified of the rejected application.

ART. 4.3.2 The decision of the Appeals Panel as determined by a simple majority vote is final.

ART. 4.3.3 Any applicant for appointment whose application has been rejected by an Appeals Panel may not be reconsidered for appointment to any participating jurisdiction within the county for a period of not less than three years.

### **ART. 4.4 APPEALS PANEL**

ART. 4.4.1 The Appeals Panel shall be a five member panel consisting of:

ART. 4.4.1.1 The R.A.C.E.S. Radio Officer of the jurisdiction to which the application is being made or his designated representative.

ART. 4.4.1.2 The Dallas County Radio Officer or his designated representative.

ART. 4.4.1.3 Any R.A.C.E.S. officer from any participating city or from the county itself or his designated representative.

## **SECTION 4**

## **APPOINTMENT PROCESS AND APPEALS (CONTINUED)**

ART. 4.4.1.4 Any two active R.A.C.E.S. appointees not currently on probation from any participating city or from the county itself.

ART. 4.4.2 The Appeals Panel will be selected and convened at the request of the Dallas County R.A.C.E.S. Radio Officer.

ART. 4.4.3 The Appeals Panel will convene within thirty days after receipt of an appeal request in letter form by the Dallas County R.A.C.E.S. Radio Officer from the applicant whose application has been rejected.

ART. 4.4.4 In addition to hearing and determining appeals for appointment rejection, the Appeals Panel will also hear and determine appeals for termination and non-renewal of appointments.

ART. 4.4.5 The sponsoring agency of the R.A.C.E.S. organization to which the rejected application was made retains OVER-RIDING AUTHORITY to countermand a decision of the panel. Under such circumstances, AGENCY DECISION IS FINAL!

## **ART. 4.5 ANNUAL REVIEW**

ART. 4.5.1 Appointees to R.A.C.E.S. will be reviewed annually by their cognizant Radio Officer or his representative.

ART. 4.5.2 The annual review will be conducted during the first quarter of each calendar year and will consider the time period of January 1 through December 31 of the previous year.

ART. 4.5.3 The annual review will consider the following:

ART. 4.5.3.1 Conformable to R.A.C.E.S. requirements as provided in Section 6 of this manual.

ART. 4.5.3.2 Appointee conduct as discussed in Section 7 of this manual.

ART. 4.5.3.3 Extenuating circumstances.

## **SECTION 5**

### **CRITERIA FOR R.A.C.E.S. APPOINTMENT**

#### **ART. 5.1 DUAL APPOINTMENTS**

- ART. 5.1.1 Considering the fact that all Dallas County jurisdictions of R.A.C.E.S. agree in general and in spirit, although not necessarily to each specific item in this manual, dual appointments are discouraged.

#### **ART. 5.2 APPLICATION**

- ART. 5.2.1 The applicant must submit a completed, signed R.A.C.E.S. application to the Radio Officer of the jurisdiction to which appointment is sought.
- ART. 5.2.2 The blank application form will be provided upon request to the Radio Officer of the jurisdiction to which appointment is sought.
- ART. 5.2.3 The applicant must certify that the information contained in the application for appointment is true, correct and complete to the best of his knowledge and is offered without intent of concealing any information which could have a bearing on his appointment.
- ART. 5.2.4 The applicant must include a stamped, self-addressed envelope containing appropriate first class postage with his application. This envelope will be used to notify applicant of decision regarding his appointment.

#### **ART. 5.3 LICENSE**

- ART. 5.3.1 The applicant must submit a copy of his valid F.C.C. Amateur Radio License of Technician Class or higher with his application.

#### **ART 5.4 HOLD HARMLESS AGREEMENT**

- ART. 5.4.1 The applicant must submit a signed statement of liability release, also known as a “Hold Harmless Agreement”, to the Radio Officer with his application.
- ART. 5.4.2 The blank “Hold Harmless Agreement” will be provided with the application form by the Radio Officer.

## **SECTION 5**

### **CRITERIA FOR R.A.C.E.S. APPOINTMENT (CONTINUED)**

#### **ART. 5.5 R.A.C.E.S. STANDARD AGREEMENT**

ART. 5.5.1 The applicant must submit a signed copy of the “R.A.C.E.S. Standard Agreement” to the Radio Officer with his application.

ART. 5.5.2 The blank “R.A.C.E.S. Standard Agreement” will be provided with the application form by the Radio Officer.

#### **ART. 5.6 RESIDENCE**

ART. 5.6.1 The applicant must reside or physically be employed within the jurisdiction to which application is being made. The Radio Officer or the Appointment Review Panel may approve a waiver of requirement.

#### **ART. 5.7 AGE**

ART. 5.7.1 The applicant must have attained the age of eighteen years, or shall submit his completed application signed by a parent or legal guardian.

ART. 5.7.1.1 Sachse R.A.C.E.S. applicants under eighteen years of age may not participate in R.A.C.E.S. activities unless accompanied by a parent or legal guardian, including but not limited to SKYWARN activities and Emergency Operations Center activities. This rule is necessary due to the tremendous liability placed on the City of Sachse regardless of having a Hold Harmless Agreement signed.

#### **ART. 5.8 DENIAL OF APPOINTMENT**

ART 5.8.1 The applicant’s appointment may be denied for any one or more of the conditions stated in Section 7 of this manual.

#### **ART. 5.9 LEGAL CONSIDERATIONS**

ART. 5.9.1 The applicant must abide by and uphold all federal, state, county, and local laws.

## **SECTION 5**

## **CRITERIA FOR R.A.C.E.S. APPOINTMENT (CONTINUED)**

### **ART. 5.9      LEGAL CONSIDERATIONS (CONTINUED)**

ART. 5.9.2      The applicant must give consent to research of his background, which may include driving records, criminal activity records, F.C.C. records, A.R.R.L. Official Observer records, and any other records available as public information.

### **ART. 5.10      PROBATION**

ART. 5.10.1      A new appointee shall serve for a period of one year in a probationary status.

## **SECTION 6**

### **R.A.C.E.S. REQUIREMENTS**

#### **ART. 6.1 CONDUCT**

ART. 6.1.1 An appointee must conduct himself on and off the air in a manner that demonstrates that he holds high regard for “The Amateur’s Code” as it appears in the application form.

ART. 6.1.2 An appointee must use proper care and caution in the operation of his radio equipment and vehicle so as not to expose the public to undue harm while he is participating in R.A.C.E.S./A.R.E.S. functions.

#### **ART. 6.2 PREPAREDNESS**

ART. 6.2.1 An appointee must maintain a high level of preparedness for emergency activity including, but not limited to, maintaining his equipment in good condition.

#### **ART. 6.3 SKYWARN TRAINING**

ART. 6.3.1 An appointee shall have attended an approved SKYWARN TRAINING SCHOOL within one year of the date of his appointment and maintain storm spotter certification by attending at least one approved SKYWARN TRAINING SCHOOL every two years thereafter.

ART. 6.3.2 After his R.A.C.E.S. appointment, the appointee should not participate in SKYWARN nets before attending a SKYWARN TRAINING SCHOOL.

#### **ART. 6.4 PARTICIPATION**

ART. 6.4.1 An appointee should participate in all R.A.C.E.S./A.R.E.S. emergency nets unless hindered by employment or other priority commitment. Monitoring a net operation even when no radio transmission is required satisfies this requirement.

ART. 6.4.2 An appointee must participate in the minimum number of R.A.C.E.S. training activities each year as specified by the Radio Officer of the jurisdiction to which the appointment was made.

## **SECTION 6**

## **R.A.C.E.S. REQUIREMENTS (CONTINUED)**

### **ART. 6.4 PARTICIPATION (CONTINUED)**

ART. 6.4.2.1 Sachse R.A.C.E.S. appointees will be required to meet the minimum training requirement guidelines established by Dallas County R.A.C.E.S., to wit, twelve training nets per calendar year.

ART. 6.4.2.2 The Sachse R.A.C.E.S. Training Coordinator will take into consideration the overall participation of the appointee. In-person training or meetings, activities performed for the benefit of the R.A.C.E.S. organization or the sponsoring agency, or other types of activity may be considered to fulfill this requirement. As the purpose of R.A.C.E.S. is communications, appointees are encouraged to meet the minimum on-air training net requirement if at all possible so that their skills in net participation will be enhanced.

### **ART. 6.5 CURRENT INFORMATION**

ART. 6.5.1 An appointee must maintain correct roster information on file with the Radio Officer.

### **ART. 6.6 GENERAL**

ART. 6.6.1 An appointee should obey instructions of duly authorized public officials with regard to R.A.C.E.S. activities so long as, in the opinion of the appointee, using prudent judgment, said instructions will not place the appointee in a position of unreasonably compromised safety.

## **SECTION 7**

### **CRITERIA FOR DENIAL, TERMINATION, OR NON-RENEWAL OF APPOINTMENT**

#### **ART. 7.1                   GENERAL**

R.A.C.E.S. appointees are required to maintain the standards set forth in this manual. In addition, an application for a R.A.C.E.S. appointment may be denied, an existing R.A.C.E.S. appointment may be terminated at any time, or an existing R.A.C.E.S. appointment may not be renewed upon completion of the annual review discussed in Article 4.5, for any one or more of the following conditions:

- ART. 7.1.1     Deliberate or willful falsification of information transmitted during a R.A.C.E.S. emergency or weather net, or during an A.R.E.S. net.
- ART. 7.1.2     Conviction of a felony offense or of theft at any level.
- ART. 7.1.3     Suspension or revocation of Texas Driver's License.
- ART. 7.1.4     Suspension or revocation of amateur radio license.
- ART. 7.1.5     Failure to renew amateur radio license.
- ART. 7.1.6     Deliberately posing as a civil defense official.
- ART. 7.1.7     Making unauthorized "official" comments to the news media or other officials.
- ART. 7.1.8     Unauthorized use of R.A.C.E.S./A.R.E.S. credentials.
- ART. 7.1.9     Failure to comply with instructions or requests of any duly authorized public officials during a R.A.C.E.S./A.R.E.S. activity.
- ART. 7.1.10    Flagrant disregard of the Amateur Code.
- ART. 7.1.11    Failure to participate in the minimum number of R.A.C.E.S. training activities during the year.
- ART. 7.1.12    Use of any alcoholic beverage during a R.A.C.E.S./A.R.E.S. activity.
- ART. 7.1.13    Use of marijuana or any controlled substance except under a doctor's prescription.

## **SECTION 7**



**CRITERIA FOR DENIAL, TERMINATION, OR NON-RENEWAL OF APPOINTMENT  
(CONTINUED)**

**ART. 7.1                      GENERAL (CONTINUED)**

- ART. 7.1.14    Failure to abide by federal, state, county, or local laws during a R.A.C.E.S./A.R.E.S. activity.
- ART. 7.1.15    Disregard for public safety as demonstrated by reckless or careless driving or other actions that endanger public welfare.
- ART. 7.1.16    Failure to maintain required residency or employment criteria.
- ART. 7.1.17    Theft or unauthorized conversion of property, whether public or private, to appointee's private use.

## **SECTION 8**

### **GENERAL OPERATIONS OF THE E.O.C.**

#### **ART. 8.1 AUTHORIZED E.O.C. OPERATORS**

ART. 8.1.1 Any amateur radio operator, who is a current member of R.A.C.E.S., holds a Technician class or higher Amateur Radio Service license issued by the Federal Communications Commission, and has been approved by the Sachse R.A.C.E.S. Radio Officer, may operate the E.O.C. during actual R.A.C.E.S./A.R.E.S. nets or training drills. Only those operators whom have completed SKYWARN training as provided by the National Weather Service may operate as the control operator during a SKYWARN net. All operators must be active R.A.C.E.S. participants, having met all training criteria required by R.A.C.E.S. to retain their appointments.

ART. 8.1.1.1 Sachse R.A.C.E.S. will have designated Net Control and Alternate Net Control operators, whom will be considered Assistant Radio Officers.

#### **ART. 8.2 E.O.C. OPERATIONS DURING SKYWARN NETS**

ART. 8.2.1 The Net Control Officer will maintain a listing of all members whom have been approved to operate the E.O.C., including call signs, home and business telephone numbers. In the event that a SKYWARN net is placed into operation and the Net Control Officer is not available to respond to the E.O.C., he will contact his alternates, ensuring that at least one (1), but no more than two (2) operators are available to respond to the E.O.C. If information has been received by the Net Control Officer from the Radio Officer or another source that weather approaching the area is severe and may affect the Sachse area, he will contact operators as time allows ahead of time and request that they remain on standby status.

ART. 8.2.2 In the event that a SKYWARN net has been called and the E.O.C. will need to be placed into operation, the Radio Officer or an Assistant Radio Officer will alert appointees by paging system or telephone. He will also contact the Sachse Emergency Manager and the police department communications officer, advising of the approaching weather. After all contacts have been made, if he is available to do so, the Radio Officer should report to the E.O.C.

## **SECTION 8**

## **GENERAL OPERATIONS OF THE E.O.C. (CONTINUED)**

### **ART. 8.3 NON-WEATHER RELATED E.O.C. OPERATIONS**

ART. 8.3.1 In the event of a major non-weather related emergency the E.O.C. will be placed into operation at the request of the city. The Radio Officer will be contacted and advised that assistance is needed. He will immediately alert appointees to assist.

ART 8.3.2 Should the emergency require only a small number of amateurs to assist, they may be contacted by telephone if time allows, and the E.O.C. may be operated under informal net conditions. If the situation does not warrant R.A.C.E.S. assistance, the services of A.R.E.S. may be used, or, an informal net will be conducted among local amateurs.

### **ART. 8.4 REMOTE E.O.C. OPERATIONS (COMMAND POST)**

ART. 8.4.1 In the event that damage has been sustained to the E.O.C., such as during a tornado or other disaster, a remote E.O.C. may be established which would also serve as a command post. The Radio Officer, working with the city officials, would establish the remote base and continue operations from that location using cellular telephones, and portable generators or other means of electrical power for radio equipment. The remote E.O.C. shall serve as the check-in point for all appointees who will be assisting during the emergency.

### **ART. 8.5 MAINTENANCE OF E.O.C. EQUIPMENT**

ART. 8.5.1 All equipment used at the E.O.C. will be maintained by the operators of the station when possible, or an Assistant Radio Officer of Equipment Maintenance and Procurement will be appointed by the Appointment Review Panel.

The city has provided a Kenwood TM-733A dual-band transceiver covering 2 Meters and 70 Centimeters, an Astron power supply, and a computer system for keeping documents and for live Internet weather data reception. Maps are also provided for tracking storms and for coordination of appointees in the field during other emergencies.

Additions of equipment to the E.O.C. should be approved by the Radio Officer or the Assistant Radio Officer handling equipment matters.

## **SECTION 8**

## **GENERAL OPERATIONS OF THE E.O.C. (CONTINUED)**

### **ART. 8.6 USE OF PERSONAL EQUIPMENT AT THE E.O.C.**

- ART. 8.6.1 Personal equipment may be used by operators at the E.O.C. providing that the city is not held accountable for damages to the equipment in the event of a power surge, natural disaster, or other means.
- ART. 8.6.2 It is recommended that equipment that is not being donated for use by others at the E.O.C. be taken home after nets to avoid loss or damage, unless it is going to be secured inside the E.O.C. cabinets where it should be safe.
- ART 8.6.3 Operators are encouraged to use their handy-talkies, public service band scanners, etc., at the E.O.C. as a means of covering a greater number of frequencies during nets.

### **ART. 8.7 CHECKING IN AND OUT**

- ART. 8.7.1 Operators are requested to check in and out on the E.O.C. Activity Log. R.A.C.E.S. identification badges should be worn at any time an official R.A.C.E.S. function is being performed.

### **ART. 8.9 PREPARATION OF REPORTS**

- ART. 8.9.1 All Net Control Operators are requested to maintain an activity report, which is provided and kept in the desk at the E.O.C., each time that the E.O.C. is in operation, whether it is for a SKYWARN net, R.A.C.E.S. net or drill, or an A.R.E.S. event. These reports are used by the Radio Officer or his designee to prepare reports regarding E.O.C. activity.
- ART. 8.9.2 During tests of the early warning siren system, a roster of those who participated will be completed along with comments regarding inoperable sirens, slow turning of the siren bell, etc. A copy of this report should be submitted to the Police Department Liaison so that repairs can be coordinated. Copies should also be provided for the Sire Test Coordinator and the Training Coordinator.

## **SECTION 9**

### **OFFICIAL R.A.C.E.S. OPERATIONS**

## **ART. 9.1      R.A.C.E.S./SKYWARN NET OPERATIONS**

ART. 9.1.1      When a SKYWARN net has been called, Net Control operators who have been contacted by the Radio Officer should check in at the police communications office. The communications officer will have already been advised of the situation, and should have alerted police officers and fire fighters.

A brief check of all equipment should be made, and activity reports should be started.

Again, only SKYWARN trained operators may function as Net Control operator during SKYWARN nets. R.A.C.E.S. members who have not yet completed SKYWARN training may function as observers only.

After the station has become operational, the Net Control operator should advise the Dallas County R.A.C.E.S. Net Control Station that the Sachse E.O.C. is in operation.

During the net, calls may be forwarded to the E.O.C. from the communications officer pertaining to weather, such as spottings of lowerings, funnels, flooding, etc. Calls should be handled in a professional manner.

Notations should be made on the activity report of radio reports from spotters of unusual activity in the county. These can be helpful in determining if Sachse is in the line of the approaching severe weather.

Prior to the conclusion of the net, requests may be made for damage reports. These should be made on the net, and the Radio Officer should also be contacted and advised if he is not present so that he may relay the information to the Sachse Emergency Manager. The communications officer should be provided with this information so that officers may respond to the area if they are not already aware of the damages reported.

At the conclusion of the net, all reports should be complete, and the E.O.C. should be secured.

## **SECTION 9**

### **OFFICIAL R.A.C.E.S. OPERATIONS (CONTINUED)**

## **ART. 9.2      OTHER R.A.C.E.S. EMERGENCY NETS**

- ART. 9.2.1      In the event of a non-weather related disaster in the city, the Emergency Manager may elect to summon members of R.A.C.E.S. to assist during the emergency. The E.O.C. or a remote location may be used as a command post.
- ART. 9.2.2      The City Manager, Chief of Police, or Fire Chief will contact the Radio Officer when the decision has been made to activate R.A.C.E.S. The Radio Officer will alert R.A.C.E.S. appointees by pager or telephone and request assistance. If only a small number of appointees are needed, the Radio Officer may elect to contact select appointees by telephone only, if time permits.

## **ART. 9.3      R.A.C.E.S. TRAINING NETS**

- ART. 9.3.1      Authorized E.O.C. operators may, and are encouraged to, operate from the E.O.C. during R.A.C.E.S. training nets. This allows operators to become more familiar with the equipment and the surroundings. Approval from the Radio Officer is not necessary to operate during a training net.
- ART. 9.3.2      An activity report should be completed indicating that the station was operated for training purposes, and operators should check in and out as usual with the communications officer on duty.

## **SECTION 10**

### **UNOFFICIAL NETS AND NON-R.A.C.E.S. ACTIVITY**

## **ART. 10.1      UNOFFICIAL NETS**

- ART. 10.1.1    Occasionally, the city may request assistance from appointees that does not meet R.A.C.E.S. criteria, such as the search for a lost child. The E.O.C. may be used as a command post for such activities as and direct contact with the police officers in the field can be accomplished through the communications officer.
- ART. 10.1.2    A written report of who participated in the activity, their check in and check out times, the beginning time of the net, and the ending time should be noted, as well as all information available regarding the incident.. This report should be submitted to the Radio Officer.
- ART 10.1.3    All policies, procedures, rules, and regulations of the City of Sachse and the F.C.C. should be followed and operations should be done in a professional manner.

## **ART 10.2      NON-R.A.C.E.S. ACTIVITY**

- ART. 10.2.1    All non-R.A.C.E.S. activity must be approved by the Radio Officer, or have been requested by the Emergency Manager. Such activity would include A.R.E.S. nets, informal nets, and other activity not directly related to R.A.C.E.S. Most activities, including reporting to the E.O.C. for personal training, would be considered R.A.C.E.S. related activities because the majority of E.O.C. activity will be related in some way to R.A.C.E.S.
- ART. 10.2.2    Using the E.O.C. during R.A.C.E.S. training nets, and during spare time for personal training do not need approval provided that operators have been approved by the Radio Officer.

## **SECTION 11**

### **POLICE DEPARTMENT AND E.O.C. SECURITY**

## **ART. 11.1      RESTRICTED AREAS**

ART. 11.1.1 There will be certain restrictions placed on visitors to the police department and the E.O.C. due to security concerns. The following areas are restricted:

Office of the Chief of Police  
Office of the Lieutenant  
Booking and Jail section  
Patrol Supervisor's Office  
Criminal Investigations Office  
Records Division Office  
Patrol Division Office

## **ART. 11.2 AUTHORIZED ACCESS**

ART. 11.2.1 Appointees are allowed unrestricted access to the following areas:

E.O.C./Communications Office  
Break Room  
Restrooms



## **SECTION 12**

### **EMERGENCY WARNING SYSTEMS**

#### **ART. 12.1 CIVIL DEFENSE SIREN ACTIVATION**

- ART. 12.1.1 The city is equipped with eight (8) tower-mounted sirens, each having its own battery backup system. The sirens feature an audible range of approximately one mile. The system is controlled through a switching panel located in the police communications office and is computer monitored by the Chief of Police (Emergency Manager).
- ART 12.1.2 R.A.C.E.S. members are not authorized to activate the sirens, or request that they be activated. In the event that a funnel cloud or tornado has been sighted and verified as a threat to the city, the communications officer should immediately be advised. At that time, he or she will contact the supervisor on duty or the Chief of Police, Fire Chief, City Manager, or a designee for authorization to activate the sirens. The senior patrolman on duty may also authorize that the sirens be activated.
- ART 12.1.3 The duty of R.A.C.E.S., and the E.O.C., is to observe conditions that might warrant that warnings be issued, verify them, and report them to the authorities. The people listed above must make the final decision on whether or not to activate the warning sirens.
- ART. 12.1.31 Article 12.1.3 pertains to siren tests as well. Again, the duty of R.A.C.E.S. appointees is to observe and report. Sirens should be observed while they are in operation, and a report should be made to net control, or to the police communications officer on duty if a net is not in progress.
- ART 12.1.4 Under no circumstances will sirens be tested if a watch or warning has been issued by the National Weather Service.

## **SECTION 13**

### **GENERAL RADIO PROCEDURES**

#### **ART. 13.1 NET CHECK-INS**

- ART. 13.1.1 Check-ins to Dallas County R.A.C.E.S. nets, training nets, and SKYWARN nets should be done according to the procedures established by Dallas County R.A.C.E.S.
- ART. 13.1.2 At the current time, the procedure for checking into emergency nets and training nets is to identify with your call sign given phonetically, followed by your R.A.C.E.S. unit number. The word "unit", and your city of assignment are not needed. Your unit number designates what jurisdiction you operate under.
- ART. 13.1.3 During Dallas County R.A.C.E.S. training nets, the Sachse R.A.C.E.S. radio officer may request that all Sachse units change to one of the Sachse frequencies for check-ins, then returning to the Dallas County frequency when check-ins are completed. When checking into a Sachse R.A.C.E.S. training net, the procedure of identification by call sign in phonetics followed by your unit number is usually followed, but attention should be paid to net control, who may request that you check in according to unit number order, call sign suffix order, or other fashion. This is done to encourage you to listen to your net control station.
- ART. 13.1.4 During SKYWARN nets, the procedure for the initial check in is to issue your call sign phonetically followed by your unit number. Subsequent check-ins are done in basically the same manner, but your Mapsco location should also be given.
- ART. 13.1.5 In an emergency, use the procedural "break break" followed by your call sign, wait for net control to answer, and then state your emergency.
- ART. 13.1.6 When operating the E.O.C. as the control operator, always designate "Sachse E.O.C." in your identification.
- ART. 13.1.7 The most important part of checking in to nets is to follow the directions given by net control, speaking slowly and clearly. Always wait for the courtesy tone so that other stations are not covered by your transmission. Someone may have an emergency and need to break into the net.

## **SECTION 13**

### **GENERAL RADIO PROCEDURES (CONTINUED)**

#### **ART. 13.2 USE OF THE INTERNATIONAL PHONETIC ALPHABET**

ART. 13.2.1 When operating amateur radio, it is recommended that you use the International Phonetic Alphabet to identify your call sign when another station is having difficulty understanding it. This is good amateur practice. It is also required in Dallas County for checking into R.A.C.E.S. nets.

The International Phonetic Alphabet is as follows:

A = ALPHA	N = NOVEMBER
B = BRAVO	O = OSCAR
C = CHARLIE	P = PAPA
D = DELTA	Q = QUEBEC
E = ECHO	R = ROMEO
F = FOXTROT	S = SIERRA
G = GOLF	T = TANGO
H = HOTEL	U = UNIFORM
I = INDIA	V = VICTOR
J = JULIETTE	W = WHISKEY
K = KILO	X = X-RAY
L = LIMA	Y = YANKEE
M = MIKE	Z = ZEBRA

#### **ART. 13.3 OPERATING FREQUENCIES**

ART. 13.3.1 The E.O.C. Kenwood 2 Meter/70 Centimeter transceiver is programmed with numerous frequencies that can be used for operations. A current listing of these frequencies will be posted at the E.O.C. desk. Operators wishing to program additional frequencies may do so, but are requested to submit a listing to the Radio Officer so that a new list can be posted. The primary operating frequencies are as follows, all of which are programmed with CTCSS tones and proper offsets where required.

146.88 Dallas City/County R.A.C.E.S. Primary  
146.82 Dallas City/County R.A.C.E.S. Secondary  
146.96 Dallas City/County Tertiary  
146.54 Dallas County R.A.C.E.S. Simplex  
146.66 Garland R.A.C.E.S.

## **SECTION 13**

### **GENERAL RADIO PROCEDURES (CONTINUED)**

#### **ART. 13.3 OPERATING FREQUENCIES (CONTINUED)**

147.24 Garland R.A.C.E.S.  
147.54 Garland R.A.C.E.S. Simplex  
442.80 Inter-E.O.C. (Administrative)  
145.15 Sachse RACES  
146.40 Sachse RACES (Simplex)

#### **ART. 13.4 STATION LICENSING AND IDENTIFICATION**

- ART. 13.4.1 All E.O.C. operators will identify using their F.C.C. issued amateur radio call sign. Sachse does not possess a station license for the E.O.C.
- ART. 13.4.2 Appointees are expected to have a copy of their license on their person as required by the F.C.C. when operating the E.O.C.

#### **ART. 13.5 EFFECTIVE OPERATING PRACTICES**

- ART. 13.5.1 Becoming an A-1 operator should be the goal of all amateurs. Aside from the use of proper phonetics for identification, there are numerous practices that can be used to become a better operator.

When using a repeater, always wait for the courtesy tone, or until you hear the repeater's signal drop, before transmitting so that others may break in if necessary. When operating simplex, pause for a moment before transmitting to allow others to join the conversation or to break in if there is an emergency.

Don't talk too close to the microphone. This can cause muffled audio. Likewise, don't talk too far from the microphone, which will result in low audio. Get to know your radio gear and have others listen to your transmissions so that you will learn how far away from the microphone to be. CW operators should develop good "fists", so that their signals will not be filled with chirps or "dahs" or "dits" that are too long or too short. Spacing is also an important factor. Always be courteous, and respect other amateurs. Everyone is entitled to his or her opinion, as everyone is entitled to make a mistake once in a while. Respect others' opinions, and offer to help those who are making mistakes.

## **SECTION 13**

### **GENERAL RADIO PROCEDURES (CONTINUED)**

#### **ART. 13.5 EFFECTIVE OPERATING PRACTICES (CONTINUED)**

No matter what classification of license an individual holds, amateurs should all work together to support each other and the hobby so that we may all enjoy it.

Remember that the Amateur Radio Service is just that...a service. Provide assistance when asked to do so, whether it is for the benefit of an individual or the community in general.

Ignore people who transmit foul language, undeviated carriers, and cause harmful interference. Someday, they will be found and dealt with according to law. Confronting them on the airwaves creates a poor image of our hobby. Others who are not amateurs may be listening!

## **SECTION 14**

### **REFERENCE AND TRAINING MATERIALS**

#### **ART. 14.1 F.C.C. RULES AND REGULATIONS PART 97**

ART. 14.1.1 A current copy of the F.C.C. Rules and Regulations, Amateur Radio Service, Part 97 will be maintained at the E.O.C.

ART. 14.1.2 E.O.C. operators are expected to abide by all topics in these rules and regulations. Failure to do so may result in the loss of operating privileges at the E.O.C., or if the violation was of a serious nature, possibly loss of the R.A.C.E.S. appointment, or the amateur license.

#### **ART. 14.2 THE CLOUD COWBOY REFERENCE MANUAL**

ART. 14.2.1 The Cloud Cowboy, Garland R.A.C.E.S. Reference Manual, shall serve as an important reference source for all E.O.C. operators. The manual includes information pertaining to storm spotting, R.A.C.E.S. kits, and standard connections for amateur equipment. A copy will be available for use at the E.O.C.

#### **ART. 14.3 E.O.C. STANDARD OPERATING PROCEDURES**

ART. 14.3.1 An updated copy of the Standard Operating Procedures (S.O.P.) will be maintained at the E.O.C. Each approved operator will also receive a copy, or updated sections of this S.O.P. as it is revised.

ART. 14.3.2 The Radio Officer or his designee will be responsible for updates to the S.O.P., with approval of the final copy being made by the Sachse Emergency Manager.

#### **ART. 14.4 TRAINING VIDEOS AND REFERENCE MATERIALS**

ART. 14.4.1 A library of training videos and reference materials will be established for use by operators, and will be stored in the desk at the E.O.C. Donations of magazines such as QST, 73 Amateur Radio Today, and other amateur related publications will also be accepted. Operator and service manuals for all equipment used at the E.O.C. will also be kept on file if they are available.

## **SECTION 15**

### **CIVIL DEFENSE SYSTEM TESTING**

#### **ART. 15.1 EMERGENCY WARNING SYSTEM TESTING**

ART. 15.1.1 The emergency warning systems are tested by the police department. This includes siren testing and tests of the battery backup systems for the sirens. Warning sirens are tested each Saturday at 12:00 P.M. depending on the weather.

ART. 15.1.2 When possible, members of R.A.C.E.S. should assist in the testing of the sirens by monitoring each location for proper operation. Credit is given toward participation requirements for assisting in such tests. The Radio Officer may designate a R.A.C.E.S. member to coordinate the organization of volunteers to monitor siren checks and prepare reports for the tests.

#### **ART. 15.2 CIVIL DEFENSE SIRENS**

ART. 15.2.1 The civil defense sirens are located at eight strategic points in the city which allow for an effective sound disbursement of approximately 1 mile.

ART. 15.2.2 When R.A.C.E.S. members participate in siren tests, their duty is to observe the siren as it is in operation, and report to net control or the police communications officer whether or not the siren was operating normally. The person in charge of coordinating volunteers for the test should prepare a written report after the test to be submitted to the Radio Officer. Any other duties must be approved in advance by the Sachse Emergency Manager. The sirens are tested every Saturday at 12:00 P.M. and should not be tested later than this time. The police communications officer on duty, or the person assigned by the Chief of Police to test the sirens, will activate the sirens at 12:00 P.M. regardless if the sirens are monitored or not. R.A.C.E.S. members desiring credit for helping with the test should be in position before the sirens are sounded. The sirens will be activated only once unless the Sachse Emergency Manager has requested extended testing. Any sirens that did not sound should be noted on the report, and a copy of the report will be submitted to the Emergency Manager or the R.A.C.E.S. Police Department Liaison by the Radio Officer so that the sirens may be inspected.

ART. 15.2.3 Final determination as to whether or not to activate the sirens for test purposes due to inclement weather or for any other reason will be made by the Emergency Manager.

## **SECTION 15**

### **CIVIL DEFENSE SYSTEM TESTING (CONTINUED)**

#### **ART. 15.2 CIVIL DEFENSE SIRENS (CONTINUED)**

contact the police communications officer on duty beforehand to ascertain whether or not R.A.C.E.S. assistance will be needed. Generally, if there is no immediate weather threat, the sirens will be tested as scheduled. The City Manager or his assistant may also cancel the test if the Emergency Manager is unavailable. In the event that a watch or warning has been issued by the National Weather Service, the sirens will not be tested.

- ART. 15.2.4 By police department policy, the patrol officer on duty should occasionally switch the sirens to battery backup. Only one siren will be tested on battery backup per test session unless the officer has been directed otherwise. R.A.C.E.S. members are no longer authorized to perform this duty due to the liability that could be incurred if the equipment was malfunctioning and a person were to be electrocuted. Safety is a major concern of the City of Sachse, and volunteers will not be subjected to any activity that could be construed as hazardous.



## **SECTION 16**

### **R.A.C.E.S. NET ACTIVATION**

#### **ART. 16.1 A-TONE AND DTMF SEQUENCES**

ART. 16.1.1 When Dallas County R.A.C.E.S. activates a R.A.C.E.S. net, whether for a SKYWARN event, emergency, or training, A-tones and the DTMF sequence “000” will be sent by the Dallas County R.A.C.E.S. Officer or his designee. Likewise, the Sachse R.A.C.E.S. Radio Officer or his designee will sound an A-tone and the DTMF sequence “000” on the Sachse R.A.C.E.S. primary frequency, 145.15 MHZ. A brief statement as to what the situation is, the primary operating frequency, and other pertinent information will be made.

The Net Control Station will normally send a-tones and DTMF sequences as the net begins on the primary operating frequency. Other situations whereas the A-tone and DTMF sequences may be sent earlier than the actual net start time would be for pre-net alerts, or training nets which are being conducted on another frequency.

#### **ART. 16.2 PAGER ACTIVATION**

ART. 16.2.1 Sachse R.A.C.E.S. members will be requested to purchase a pager for notification of nets. The pager will be their personal property and can be used for any legal purpose as they see fit, unless the City of Sachse has paid for the pager or the airtime.

Prior to a net, the Sachse R.A.C.E.S. Radio Officer or his designee will call a telephone number and enter a code that will alert all Sachse R.A.C.E.S. members. Because not all members have alphanumeric pagers, only numeric pagers will be sent using this particular group page.

#### EXAMPLE PAGES

145150	1111	200	(indicates a net in progress alert on 145.150 MHZ)
146880	3333	200	(indicates a training net alert on 146.880 MHZ)

## **SECTION 16**

### **R.A.C.E.S. NET ACTIVATION (CONTINUED)**

#### **ART. 16.2     PAGER ACTIVATION (CONTINUED)**

ART. 16.2.2    The following are normal net activation levels that will be sent to pagers by the Sachse R.A.C.E.S. Radio Officer or his designee.

Be advised that Dallas County R.A.C.E.S. sends only the net frequency when alerting pagers.

1111 – Net in progress

2222 – Pre-net alert

3333 – Training net alert

(Note: Pages received as “111-1111” indicate testing of the paging system and require no action by R.A.C.E.S. appointees)

ART. 16.2.3    Occasionally, alphanumeric pages through email may be sent to Sachse R.A.C.E.S. appointees along with numeric pages. As members convert from numeric to alphanumeric pagers, this may eventually become the primary mode for alerting members to nets. Currently it will be used as an alternate method, and as radio officers are able to send such pages.