

MILPITAS FIRE DEPARTMENT

STANDARD PROCEDURE

No.: 4-33

Effective: 12/02

**SUBJECT: RADIO AMATEUR CIVIL EMERGENCY SERVICE (RACES)
EQUIPMENT**

Purpose:

To define the deployment of RACES communications equipment and resources and the procedure for same and for equipment maintenance.

Definitions:

RACES – Radio Amateur Civil Emergency Service

RACES Staff – The volunteer leader for the RACES unit (Radio Officer) and his/her immediate staff (Asst. Radio Officers) who are authorized to perform tasks under this SOP.

Authority:

RACES Activation City SOP, No. 4.6

Policy:

The City of Milpitas shall provide communications equipment and resources to the RACES program to be deployed in support of auxiliary communications missions. The RACES Staff member(s) designated to assign, deploy and maintain City owned communications equipment and resources shall be responsible for the readiness, appropriate use, accountability and maintenance of such equipment and resources.

Procedure:

1. RACES equipment include: (a) Amateur Radio Service radios installed at the Main EOC, the Alternate EOC and on-board the OES Van, (b) City owned Amateur Radio Service handheld radios, and (c) accessories for these radios including those which provide data communications. Per the above Policy, the RACES Staff shall be responsible for the readiness, appropriate use, accountability and maintenance of this equipment.
2. All equipment defined in 1. above shall have City property tags affixed upon receipt.
3. An Equipment Allocation Chart (Appendix I to this SOP) shall be maintained and shall indicate the location of each listed item.
4. RACES resources include (a) workspace provided in the Main EOC, the Alternate EOC and on board the OES Van, (b) power, phone and data connections at each location, (c) antennas and feedlines for RACES radios, and (d) other City infrastructure which is provided for the RACES program including the Amateur Radio Service repeater(s). Per the above Policy, the RACES staff shall be responsible for the appropriate use of these resources. Readiness and maintenance of RACES resources shall be a City staff responsibility.
5. A standard radio frequency plan, employing alphanumeric channel designators where possible, shall be created, published, maintained and used to program all equipment to include City frequencies, City-to-Op Area frequencies, City-to-city frequencies and other commonly used frequencies.
6. All radios, power supplies, cables and related accessories utilized at the Main and Alternate EOCs shall be configured in a modular fashion for easy storage in locked facilities and for quick deployment.

7. Certain radios and related equipment, as defined in the Equipment Allocation Chart, shall be installed and/or stored on board the OES Van. RACES Staff members with equipment maintenance duties shall have access to the Van via Dispatch. Certain RACES Staff members may be authorized to drive the Van (as provided in the OES Van SOP, No. 4-32) for field operations including civic events, public education events or emergency activation. RACES Mission Numbers shall be assigned for all RACES related deployments of the Van.
8. All handheld radios shall be stored in rugged storage cases on board the OES Van with alkaline battery packs. Rechargeable batteries for handheld radios shall be stored at the Main EOC in accordance with the battery maintenance program defined below. Rechargeable batteries shall be transported to the OES Van in rugged storage cases as required for RACES field operations.
9. A schedule for the proper maintenance of rechargeable batteries shall be developed by the RACES Equipment Manager, including periodic discharging and charging to ensure a high level of readiness. AC powered battery chargers will be operated at the Main EOC for this purpose. This schedule will include an annual replacement of battery cells in alkaline packs. Copies of this schedule, showing maintenance activity, will be sent to the OES Battalion Chief monthly.
10. During activation, the RACES Staff shall make prudent use of handheld radios and related accessories in support of auxiliary communications missions. Such use may include assignment of handheld radios to mutual aid RACES responders. In every activation, an ICS 303 form (Appendix II to this SOP) will be used to track the issuance and return of handheld radios and related accessories. Note: No handheld radios will be assigned to individuals on a long-term basis.
11. All issues related to RACES equipment and resources not addressed by this SOP shall be resolved by the OES Battalion Chief and/or the OES Emergency Services Coordinator.

Approved For Distribution:



William Weisgerber, Fire Chief

Appendix I – Radio Asset Listing

Asset Tag No.	Manufacturer	Equipment Type	Serial No.	Location
7291	Alinco	DR235T Moblie Radio	T101272	Main EOC
7292	Alinco	DR235T Moblie Radio	T101271	Alt EOC
7293	Alinco	DR235T Moblie Radio	T101273	OES Van
7684	Kenwood	TH-F6A Handheld Radio	40200210	OES Van
7685	Kenwood	TH-F6A Handheld Radio	40200209	OES Van
7686	Kenwood	TH-F6A Handheld Radio	40200208	OES Van
7687	Kenwood	TH-D7A Handheld Radio	40300084	OES Van
7688	Kenwood	TH-D7A Handheld Radio	40300085	OES Van
7961/7692	Kenwood	TM-D700A Mobile Radio	40600036	Main EOC
7693/7694	Kenwood	TM-D700A Mobile Radio	40600037	Main EOC
7695/7696	Kenwood	TM-D700A Mobile Radio	40600038	Main EOC
7697/7698	Kenwood	TM-D700A Mobile Radio	40600039	Alt EOC
7699/7700	Kenwood	TM-D700A Mobile Radio	40600040	OES Van

Appendix II – Equipment Assignment Form

EQUIPMENT INVENTORY		TASK #	TASK NAME:		FOR OPERATIONAL PERIOD #	DATE PREPARED: TIME PREPARED:			
ASSET #	# OF UNITS	ITEM DESCRIPTION	OWNER	ISSUED TO	ISSUED	QTY	TIME	INIT	COMMENTS
					ISSUED				
					RETURNED				
					ISSUED				
					RETURNED				
					ISSUED				
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PREPARED BY (LOGISTICS):									ICS 303