

CITY OF MILPITAS, CALIFORNIA
STANDARD OPERATING PROCEDURE

SUBJECT: RADIO AMATEUR CIVIL EMERGENCY SERVICE (RACES) ACTIVATION

Purpose:

To define the criteria for activating RACES and the procedure for same.

Definitions:

Competent Authority – Those City staff members with authority to activate RACES
DSW – Disaster Service Worker
RACES – Radio Amateur Civil Emergency Service
RACES Responder – An FCC licensed Amateur Radio operator who is a DSW and is (1) affiliated with Milpitas Fire/OES or (2) responds to a request for RACES mutual aid
Radio Officer – The volunteer leader for the RACES unit

Background:

The RACES program utilizes FCC licensed Amateur Radio operators who are DSWs to provide auxiliary communications support to local government. When activated by Competent Authority, RACES Responders are covered by Workers Compensation insurance. RACES is controlled by Title 47, Part 97 of United States Code and DSWs are controlled by California State Labor Code.

Policy:

The City of Milpitas shall make prudent use of RACES for auxiliary communications missions as defined in RACES response plans or as directed by public safety staff. Except as otherwise provided herein, RACES must be activated by Competent Authority (defined by job title below) and each activation will be assigned a Mission Number and the names of each RACES Responder will be recorded.

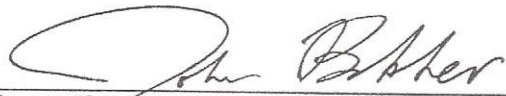
Procedure:

1. The following City staff meet the criteria for Competent Authority:
 - *On Duty Staff:* Fire Duty Chief; Police Watch Commander
 - *OES Staff:* OES Battalion Chief; in his absence Emergency Services Coordinator
 - *Senior Staff:* Fire Battalion Chief, Assistant Fire Marshal, Fire Marshal, Assistant Chief and Chief; Police Commander, Captain and Chief
 - *EOC (when activated) Staff:* Logistics Section Chief, Service Branch Director, Communications Unit Leader and Operations Section Chief

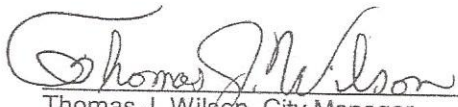
2. The following communications missions are appropriate for RACES:
 - Backup communications for City radio networks
 - City-to-city, City-to-special district and City-to-Operational Area/County communications
 - Field location to City EOC communications
 - On scene auxiliary communications
 - Communications support to non-government organizations (Red Cross, etc.)
 - Communications for City supported civic events
 - Other communications for which RACES response plans are written
 - Other communications as directed by City public safety staff
3. All RACES activations will be assigned a Mission Number in the format MLP-yy-*nnn* where *yy* is the year and *nnn* is a serial number beginning with 001 at the start of each year. RACES training activities will have a T suffix. Examples: MLP-02-003 for the third activation of 2002 or MLP-02-004T for the fourth activation which was a training mission. Mission Numbers will be recorded in a log maintained by OES Staff.
4. All RACES responders must hold a valid FCC Amateur Radio license with privileges appropriate to their communications assignment. Responsibility for ensuring appropriate FCC privileges rests with the responder. Further, all RACES responders must be registered Disaster Service Workers. Responsibility for ensuring DSW registration rests with the Radio Officer.
5. RACES activations may be planned (in support of a civic event) or unplanned (as a result of an emergency or disaster situation). The Radio Officer is responsible for preparing a RACES Activation Request/Report form in advance of all planned activations and as soon as reasonably possible after each unplanned activation and for submitting same to OES Staff for review and approval.
6. The Radio Officer is responsible for providing the names of each RACES responder to OES Staff as soon as reasonably possible after each activation and from time to time during an extended activation.
7. RACES responders may not self-activate except that the Radio Officer and Assistant Radio Officer(s), if any, are hereby pre-authorized to respond to their planned assignments in the event of a major incident including but not limited to the following:
 - Severe earthquake
 - Large scale hazardous materials release
 - Dam failure
 - Severe storm
 - Multiple casualty transportation accident
 - Major wildland, high-rise or urban fire
 - Civil disobedience, riot or terrorism incident
 - Major neighborhood infrastructure failure
 - Any incident which results in an EOC activation
8. *Note:* It is incumbent upon the Radio Officer, any Assistant Radio Officer(s) and City staff to ensure, as much as possible, that no RACES responder is put in harms way and all auxiliary communications assignments shall take responder safety into consideration.

9. In the event that the Radio Officer determines that the available pool of RACES responders is or will be insufficient to meet the assigned auxiliary communications assignments, the Radio Officer shall initiate a RACES Mutual Aid request for approval by OES Staff or the Incident Commander. Upon approval, the Radio Officer shall transmit the request to the RACES Mutual Aid Coordinator via County OES or County Communications.
10. All issues pertaining to the RACES program which are not addressed in this document shall be addressed to OES Staff.

Approved As To Form:


for Steven T. Mattas, City Attorney

Approved for Distribution:


Thomas J. Wilson, City Manager