

ALACHUA COUNTY ARES / RACES PROGRAM

Welcome to the Alachua County ARES®/RACES program! This program is affiliated with the Alachua County Department of Public Safety (ACDPS) through the Emergency Management Section. Members who meet all requirements and accept a pre-assignment for deployment to a local shelter will be issued an ID card. All other amateur radio operators may participate as ARES® operators from their home unless deployed through another agency such as American Red Cross, Salvation Army, MARS, etc. Locally, in Alachua County, all ARES®/RACES members who desire to participate in emergency deployments for county shelters or the Emergency Operations Center must meet at least the IS-100 and IS-700 basic requirements. Hams who wish to be called up as mutual aid communications resources for regional, statewide, or national deployments will also need IS-200 and IS-800 certifications.

Print and use this as a training/certification checklist. Please send certificates to W4UFL@ARRL.net

Check off box	Requirement	Required for Deployments in
<input type="checkbox"/>	ARES® Application – ARRL FORM FSD98 http://www.alachuaemcomm.org/forms/fsd98.pdf	State, National
<input type="checkbox"/>	RACES Application (request from W4UFL)	Alachua County
<input type="checkbox"/>	BACKGROUND CHECK (request from W4UFL)	Alachua County
<input type="checkbox"/>	ARRL EC-001 INTRO to EMERGENCY COMM. http://www.alachuaemcomm.org/training.shtml Contact W4UFL@ARRL.NET for next class.	Alachua County North Florida Section ARES State of Florida
<input type="checkbox"/>	IS-100 Intro to Incident Command System http://training.fema.gov/emiweb/is/is100b.asp	Alachua County, State, National
<input type="checkbox"/>	IS-700 National Incident Management System http://training.fema.gov/emiweb/is/is700a.asp	Alachua County, State, National
<input type="checkbox"/>	IS-200 ICS for Single Resources http://training.fema.gov/emiweb/is/is200b.asp	State, National
<input type="checkbox"/>	IS-800 National Response Framework http://training.fema.gov/emiweb/is/is800b.asp	State, National

Links for the above applications can be found at: <http://www.alachuaemcomm.org/>
Application forms can be filled out online and printed using Adobe Acrobat Reader
The requirements to be a member of **Alachua County ARES®** are:

- Licensed amateur radio operator
- Copy of application form FSD98 to the Emergency Coordinator

Ham radio operators should be familiar with emergency communications standard procedures. The American Radio Relay League (ARRL) coordinates the ARES® program through their field organization. We encourage you to read through the ARRL's official "ARES Manual" (2015) and download a copy for future reference.

<http://www.arrl.org/files/file/Public%20Service/ARES/ARESmanual2015.pdf>

The ARRL offers online courses and testing for Emergency Communications Level I – EC-001. The online course is offered monthly. Locally, EmComm training & review sessions as well as testing is offered annually (May) by the ARES® Emergency Coordinator. Additional sessions may be arranged as needed.

**Level 1/ Basic -- Introduction to Amateur Radio Emergency Communications
EC-001**

Description: A basic course to raise awareness and provide additional knowledge and tools for any emergency communications volunteer. This course has 23 lesson units, is expected to take approximately 25 hours to complete over an 8-week period. Senior hams are encouraged to participate!

<http://www.arrl.org/emergency-communications-training>

National, State, and Local requirements from the Department of Homeland Security (DHS) specify that all members affiliated with disaster response and public safety agencies (that receive DHS funding) meet the following training standards from the FEMA Emergency Management Institute:

IS-100 Intro to ICS & IS-700 NIMS <http://training.fema.gov/IS/crslst.asp>

All FEMA IS certifications are available free of charge at the FEMA-EMI Training Institute. If you have not taken any FEMA training, you will need to register for a FEMA SID (Student ID). You are encouraged to print a copy of the exam first, read through the material, and mark your answer sheet as you go. Study materials are available free and the courses take about 2 hours each. If you have previously completed one of the expired courses, you do NOT have to register and complete the updated courses.

Members of Alachua County ARES/RACES should also sign up for the Yahoo **AlachuaARES** group to receive updates on program information, notifications of events, and distribution of important information. You do not need a Yahoo email address to join the list, but a Yahoo ID will allow you to sign on to the group through the web.

<http://groups.yahoo.com/group/AlachuaARES/join>

Members are encouraged to participate in the Alachua County ARES® Net which is held every Thursday at 8:00 pm local time on the 146.820 MHZ repeater with 146.985 as a backup. Your continued participation in the net at least once a month helps ensure that your equipment works, provides practice on standard net procedures, and confirms your active participation in the ARES® program.

Training meetings for ARES®/RACES members are held monthly on the 2nd Wednesday at the American Red Cross Gainesville Office 1425 NW 6th Street from 7:00 pm – 8:30 pm. All ARES® members are encouraged to participate in the training. Social gathering begins at 6:30 pm.

Thank you for your interest in the Alachua County ARES®/RACES program!

ACRONYMS-RACES

ACFR	Alachua County Fire Rescue
ARC	American Red Cross
ACPS	Alachua County Public Schools
ARES	Amateur Radio Emergency Services
ARESEC	ARES Emergency Coordinator
ARRL	American Radio Relay League
ASO	Alachua County Sheriff S Office
CAP	Civil Air Patrol
CCO	County Coordinating Officer
CCC	Combined Communications Center
CEMP	Comprehensive Emergency Management Plan
CERT	County Emergency Response Team
CWP	County Warning Point
DHS	Department of Homeland Security
EAS	Emergency Alerting System (replaces EBS)
EBS	Emergency Broadcast System
ECO	Emergency Coordinating Officer
ECOM	Emergency Communications
EOC	Emergency Operations Center
EMS	Emergency Medical Services
EOP	Emergency Operations Plan
EPI	Emergency Public Information
ESF	Emergency Support Function
ESF #2	ESF -Communications
FCC	Federal Communications Commission
FDEM	Florida Division of Emergency Management
FEMA	Federal Emergency Management Agency
FLNG	Florida National Guard
GFR	Gainesville Fire Rescue
GPD	Gainesville Police Department
GRU	Gainesville Regional Utilities
HAZMAT	Hazardous Materials
IS	Independent Study
JIC	Joint Information Center
NHC	National Hurricane Center
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration

NRP	National Response Plan
NWS	National Weather Service
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Services
RCO	RACES Coordinating Officer
RIAT	Rapid Impact Assessment Team
SCO	State Coordinating Officer
SEOC	State Emergency Operations Center
SWP	State Warning Point

RADIO AMATEUR CIVIL EMERGENCY SERVICES (RACES)

1.0 PURPOSE:

This plan is a guide for utilizing amateur radio operators in support of emergency operations in Alachua County. Under a County declared State of Emergency, this plan will support emergency communications under the direction of Emergency Support Function (ESF) #2 -Communications. Positions designated by this plan will then report to the ESF #2 Emergency Coordinating Officer (ECO).

2.0 JURISDICTION COVERED:

The jurisdiction covered by this plan is Alachua County, Florida. The Emergency Management Officials responsible for the development of plans relating to emergency management and disaster activities are:

Will May, Emergency Services Director

Phone: 352-384-3101

Pager: 352-412-2960

David Donnelly, Assistant Director, Emergency Management

Phone: 352-264-6510

Pager: 352-412-3226

Danny Hinson, Planner, Emergency Management

Phone: 352-264-6520

Pager: 352-412-3227

Eric Bertsch, Operations Coordinator, Emergency Management

Phone: 352-264-6530

Pager: 352-412-3228

Alachua County Office of Emergency Management

1100 SE 27th Street

Gainesville, Florida 32641

Phone: 352-264-6500
Fax: 352-264-6565
e-mail: acem@alachua.fl.us

3.0 RACES ORGANIZATION

The individual named to coordinate Alachua County RACES shall have the title RACES Coordinating Officer or RCO. The RACES RCO serves at the pleasure of the Division of Emergency Management and will be appointed to a term of not more than two years.

The RCO may recommend the appointment of Assistant RCO's as needed for Alachua County RACES to function efficiently. Assistant RCO's will be appointed by the Division of Emergency Management

The organization for the implementation and administration of the RACES is shown in figure 2. A written position description for the RACES RCO is located in APPENDIX A.

4.0 RACES VOLUNTEER COMMUNICATORS

Alachua County utilizes volunteer Amateur Radio Operators to help provide an emergency communications capability in support of emergency operations in Alachua County. Under a County-declared Local State of Emergency, this plan will support emergency communications under the direction of Emergency Support Function (ESF) #2 -Communications. Positions designated by this plan will then report to the ESF #2 Emergency Coordinating Officer (ECO).

1. Volunteer Amateur Radio Operators who participate under the provisions of this plan as Alachua County RACES members, affiliated with the Alachua County Fire Rescue, Division of Emergency Management.
2. Volunteer Amateur Radio Operators will be issued Photo ID and a County identification number after qualifications have been completed, and verified.
3. Volunteer Amateur Radio Operators who participate under the provisions of this plan will be added to the roster of Communicators who are available for activation and will be expected to report to their assignments as quickly as possible.
4. The Department of Homeland Security (DHS) requires that all Volunteer Amateur Radio Operators who participate under this plan complete and obtain certification in the following National Incident Management Systems courses:
 - IS-700, Introduction to the National Incident Management System.
 - IS-100, Introduction to the Incident Command System

5. Alachua County requires that all Volunteer Amateur Radio Operators who participate under this plan complete and obtain certification in the ARRL, Level 1 Emergency Communications Course.

5.0 ACTIVATING THE PLAN

1. The Division of Emergency Management will activate RACES and mobilize personnel (including the RACES Coordinating Officer) to support response efforts as appropriate.
2. Request for RACES support from any other agency shall be directed to the County Division of Emergency Management.
3. The RACES Coordinating Officer shall maintain a current roster and call out procedures all Volunteer Amateur Radio Operators who participate under this plan.
4. The RACES RCO and approved Assistant RCO's as needed may be issued County Emergency Services Pagers. These pagers will be activated for the following situations:
 - All RACES Activation's
 - Severe Weather Statements, Watches, and Warnings as issued by the National Weather Service.
 - Critical Communication Failures
 - All Shelter Activations
 - Multi-jurisdictional Wildfire
 - For activations of the Communications Emergency Support Function (ESF #2)
 - Other situations when RACES may be required to activate or placed on standby.
 - See County Warning Point Operations Plan for details.
5. Any amateur who for any reason suspects a communications emergency exists, should monitor the assigned net for activity and notify the RACES RCO or County Warning Point.
6. In the event of a County-declared "Local State of Emergency", all emergency communications to include amateur radio will be coordinated by the County EOC under the ESF #2- Communications ECO. The RACES RCO will report directly to the ESF #2 ECO under a declared emergency.

7. Once the RACES RCO and/or Assistant RCOs have been notified, they will begin notification of RACES members.
8. Upon notification that a communications emergency exists, members of Alachua County RACES will call into the Alachua County RACES Net on 146.22/146.82 MHz FM repeater. The 146.985 MHz FM repeater will be the backup repeater if the primary repeater is not operational. The 146.910 MHz FM repeater will be a secondary backup. 146.52 FM simplex will be the frequency used for coordination and assignment of designated simplex frequencies.
9. Mobile units will be activated and dispatched as necessary to locations identified by the County EOC Net Control Station (NCS).

6.0 OPERATIONS

Alachua County RACES will be utilized to support emergency operations as needed. RACES Operations will use directed nets when activated by this plan.

1. **Standby** – When placed on standby, the RACES RCO and staff will be briefed by the Division of Emergency Management. All RACES equipment will be checked and RACES personnel will be alerted of the standby status.
2. **Partial Activation** – The RACES RCO and Assistant RCOs will be notified of the activation. RACES personnel will be notified and briefed of the mission. The RACES Net will be activated and the Net Control Station (NCS) at the County EOC will become operational. Additional RACES personnel may be tasked and assigned to communication duties. RACES personnel not activated will be placed on standby as needed.
3. **Full Activation** – The RACES RCO and Assistant RCOs will be notified of the activation. RACES personnel will be notified and briefed of the mission. The RACES Net will be activated and the NCS at the County EOC will become operational. Additional RACES personnel will be tasked and assigned to communication duties.

6.1 RACES NETS

1. The RACES RCO will assume net control or delegate another Amateur as the Net Control Station (NCS). The NCS will operate out of the Alachua County Emergency Operations Center (EOC). The County EOC is located 1100 SE 27 St, Gainesville, FL 32641. The NCS may be located at an alternate site depending on the emergency.

2. The amateur station callsign N4QYS is designated as the County EOC NCS and will be extensively utilized during a communications emergency.
3. The EOC Net Control Station Phone number is 352-264-6552 when activated
4. The County Net Control Station is equipped with the following items.
 - IC-229H FM Transceiver 2-Meter
 - Transworld HP Transceiver, 3 -30 MHz
 - VHF Transceiver
 - UHF Transceiver
 - 800MHz/TRS Transceiver
 - Computer Workstation with Internet Access
5. This equipment is operated on commercial power with an uninterruptible power supply and the building has an emergency generator to maintain power in the event commercial power is disrupted. All antennae are located within a fenced compound on the west side of the facility.
6. This station can also be used to coordinate Civil Air Patrol (CAP) operations in the County.

6.2 DUTIES OF THE COUNTY EOC NCS

1. The Alachua County RACES EOC Net will be called to order by the NCS.
2. Members of Alachua County RACES will check on to the net from their mobile and home stations to await further instructions.
3. The Liaison ARES® Emergency Coordinator will pass traffic to the National Traffic System Nets as required.
4. Mobiles will be dispatched to locations by NCS as identified by the County EOC and/or Office of Emergency Management. .
5. All formal EMERGENCY, Priority, Welfare and Routine messages that originate from an agency and have a destination outside of Alachua County must be written traffic in standard ARRL format.
6. All formal EMERGENCY traffic that originates from an agency to a destination within Alachua County will be documented in writing and in

clear text. All messages must be signed by the official who originates them, with their title, taking responsibility for their contents.

7. Stations will not transmit unless invited to do so by net control. The correct procedure is for amateur stations to announce their call sign to be recognized by the NCS. The only exception to this requirement is for a station having EMERGENCY traffic.

6.3 EOC NCS Staffing Levels

Activation Level	EOC NCS Staffing
Standby	None
Partial Activation	1 RACES Volunteer
Full Activation	2 RACES Volunteer

6.4 Emergency Shelters Nets

1. If Emergency Shelters are opened, a Shelter Communication Team will be assigned to each shelter opened.

RACES Shelter Teams

(2) Communicators

(I) VHF Base Station with emergency power backup

(I) Optional – HF Base station

6.5 SKYWARN Nets

1. Amateur Radio operators who are trained National Weather Service storm spotters are requested to activate by the NWS during times of severe weather and in advance of expected severe weather outbreaks. Skywarn storm spotters should report directly to the NWS if the severe weather observation necessitates issuance of a warning by the NWS. Spotters who observe or can relay reports of damage shall report them to Emergency Management, via the County Warning Point when the Emergency Operations Center has not been activated. Incidents threatening life-safety shall be reported directly to 911
2. The Division of Emergency Management will notify the RACES RCO or the Alachua County Skywarn Coordinator if an amateur radio operator is needed at the EOC Net Control Station (NCS).

6.6 Operational Nets

Operational nets will be established as needed to support emergency -operations. Operational Nets may be activated without the EOC NCS station involvement. Operational nets will be subordinate to the organization requesting their use.

7.0 DRILLS, TESTS, AND ALERTS

1. At least one annual test will be conducted, preferably in conjunction with the nationwide ARRL Simulated Emergency Test. Other tests and/or drills will be conducted as needed.
2. Amateur Radio operators regularly supply public service communications in conjunction with local events. These events can provide valuable training and operational tests.
3. The Alachua County RACES members are encouraged to participate with the Alachua County ARES®. The ARES® Net meets on the 146.22/146.82 FM repeater, Thursdays at 8:00 p.m. local time.
4. At the discretion of the ECO, Alachua County RACES will be activated unannounced.
5. RACES Pagers will be tested each Friday at noon.

8.0 AUTHORITIES

FEDERAL

Title 47 CFR Chapter
1 Part 97-Amateur Radio,
Subpart E -Providing Emergency Communications

97.401 Operating during a disaster.

(a) When normal communication systems are overloaded, damaged or disrupted because a disaster has occurred, or is likely to occur, in an area when amateur service is regulated by the FCC, an amateur station may make transmission necessary to meet essential communication needs and facilitate relief actions.

97.405 Safety of life and protection of property.

No provision of these rules prevents the use by an amateur station of any means of radio communication at its disposal to provide essential communication needs in connection with the immediate safety of human life and immediate protection of property when normal communications systems are not available.

97.407 Radio Amateur Civil Emergency Service (RACES)

(a) No station may transmit in RACES unless it is an FCC-licensed primary, club, or military recreational 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 radio operator license and is certified by a civil defense organization as enrolled in that organization.

(e) All communications transmitted in RACES must be specifically authorized by the civil defense organization for the area served.

STATE OF FLORIDA

Florida Statutes Chapter 252
"The State Emergency Management Act"

State Emergency Operations Plan

ALACHUA COUNTY

Alachua County Comprehensive Emergency Management Plan (CEMP)

APPENDIX A

POSITION TITLE: Alachua County -RACES Coordinating Officer
RADIO ID -TBD

REPORTING ORGANIZATION: ALACHUA COUNTY FIRE RESCUE, DIVISION OF EMERGENCY MANAGEMENT

IMMEDIATE MANAGER: ESF #2 – COMMUNICATIONS, EMERGENCY COORDINATING OFFICER, OR DESIGNEE

BROAD FUNCTION: Coordinates all RACES activity within Alachua County. Serves as the County's principal point of contact for all matters relating to Amateur Radio.

RESPONSIBILITIES:

- Maintain a valid Amateur Radio License issued by the Federal Communication Commission (FCC). (Technician or higher).
- Be cognizant of FCC rules and regulations as they relate to Amateur Radio activity.
- Review and provide updates to the County's RACES Emergency Plan.
- Maintains a roster of approved Volunteer Amateur Radio Operators and coordinates efforts to recruit and train personnel for the RACES program.
- Supervise appropriate Volunteer Amateur Radio Operators as required to satisfy directed mission-requirements as issued by the Office of Emergency Management.
- Coordinate all Amateur Radio operations in a declared emergency in Alachua County.
- Coordinate RACES mutual aid with the surrounding Counties and the State of Florida, Division of Emergency Management.
- Maintain close working relationships with Amateur Radio Emergency Service (ARES), public safety communication organizations, the Civil Air Patrol (CAP), Military Affiliate Radio System (MARS), Red Cross and other volunteer and government communications agencies
- Ensure that RACES activity reports and recommendations are reduced to written form and distributed through appropriate channels.
- Appoints necessary staff to carry out the above tasks