

Montgomery County Kansas

**Radio Amateur Civil Emergency
Service**

(RACES)

Policy and Procedure Manual



November 1, 2008 - Rev. 2008

RACES

Policy and Procedure Manual

Table of Contents

	Page
Introduction: _____	3
Description and Authority: _____	3
RACES Eligibility: _____	5
RACES Membership: _____	5
Training Requirements: _____	5
Insurance: _____	5
RACES Activation: _____	6
Location of RACES Operations: _____	6
Inter-County Operation: _____	7
Kansas State RACES Nets: _____	7
Radiotelephone (Voice) Procedures: _____	7
RACES Message Format: _____	7
Procedures for Other Digital Modes: _____	7
RACES Training Sessions: _____	8
Net Control Station Duties and Authority: _____	8
Questions, Comments: _____	9
FCC Rules Governing RACES: _____	9
Appendix A: Training Requirements _____	12
Appendix B: K.S.A. 48-915 (Insurance) _____	13
Appendix C: Phonetic Alphabet _____	14

RACES

Policy and Procedure Manual

Introduction

This manual is written to provide a standard operating procedure (SOP) and a guide for net procedures for Radio Amateur Civil Emergency Service (RACES) operators.

Instructions and general operating procedures presented in this Policy and Procedure Manual are applicable and used in all RACES training. All amateur radio operators are encouraged to use this document in training and/or activated net operations.

Proficiency is developed by practice using good procedures. Since message handling is the primary function of a RACES net, efficiency in this regard is the major goal toward which this Policy and Procedure Manual is directed.

Description and Authority

During an emergency, RACES is operated under the direct control of the local emergency management office, as authorized by the Federal Communication Commission.

The Radio Amateur Civil Emergency Service (RACES), is a public service provided by a reserve (volunteer) group of Amateur Radio Operators that is administered by local, county and state emergency management agencies, and supported by the Federal Emergency Management Agency (FEMA) of the United States government. As a part of the Amateur Radio Service, it provides radio communications for civil-preparedness purposes only, during periods of local, regional or national civil emergencies. These emergencies are not limited to war-related activities, but can include natural disasters such as

earthquakes, hurricanes, wildfires, power outages, tornados, floods, victim searches, air crashes, and many others.

Originally for wartime use, RACES has evolved over the years, as has the meaning of civil defense (which is also called civil preparedness), to encompass all types of emergencies. While operating in a RACES capacity, RACES stations and amateurs registered in the local RACES organization may not communicate with amateurs not operating in a RACES capacity. (Of course, such restrictions do not apply when such stations are operating in a non-RACES--such as ARES--amateur capacity.) Only civil-preparedness communications can be transmitted. Test and drills are permitted only for a maximum of one hour per week. All test and drill messages must be clearly so identified.

Authority: RACES is authorized by Section 606 of the Communications Act of 1934 as amended. Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions.

Reference: Title 47 Code of Federal Regulations (CFR), Part 97, Subpart F, and RACES.

RACES guidance is also provided by FEMA document CPG1-15 March 1991. A copy of this document is available at the Montgomery County Emergency Management Office.

NOTE: FCC rules, Part 97, still apply to all RACES stations and RACES operators participating in RACES operations.

Although RACES and ARES are separate entities, the local RACES Group and the ARRL advocates dual membership and cooperative efforts between both groups. Whenever possible, it is an advantage for an ARES group whose members are all enrolled in and certified by RACES to operate in an emergency situation.

RACES Eligibility

Any United States citizen who possesses a valid FCC Amateur Radio Operator License, Technician Class or higher, is eligible to become a member of RACES. The services of amateurs who have a Novice Class license may be used, but this is not recommended due to the privilege limitations. All RACES operators are required to operate within the restrictions of their license class, as per FCC part 97.

RACES Membership

Membership in RACES is on a county level.

Individual members will register with the RACES Radio Officer of their county. The Radio Officer will provide a list of RACES members to the County Emergency Manager, who will approve the individual's membership in RACES. The County Radio Officer as well as the County Emergency Management Office will maintain this list.

RACES members should be registered in one county only.

Training Requirements

See attached Appendix A:

Insurance

Kansas does not provide insurance of any type (workman's compensation or otherwise) for RACES volunteers. The local county where the RACES member is registered may elect to provide insurance for RACES volunteers. This is solely at the discretion of each individual county's legislature or Board of Commissioners.

Also See attached Appendix B:

RACES Activation

All RACES activation must be through the appropriate Civil Defense (Emergency Management) Office. The statewide RACES high frequency net will be activated upon directions of the State RACES Radio Officer or other proper authority at the State Emergency Management Office. Only the Senior Civil Defense Official (County Emergency Manager in most counties) or the person acting directly on behalf of this official has the authority to activate RACES on a county level.

Location of RACES Operations

Since RACES serves the government with a means of supplemental communications, it is vital that **RACES radio operators be available at the Emergency Operations Center** or command post, as requested by the Emergency Manager. The Emergency Manager or the County Radio Officer will determine additional deployment of RACES operators. In most situations, RACES operators will be working "in the field", and not from their homes.

No RACES volunteer (acting as a RACES member) will ever travel to any disaster site without prior approval of the Emergency Manager through the Radio Officer. Travel into an area under a "declaration of emergency" may actually violate certain laws in effect by the declaration of emergency.

Inter-County Operation

As of this date, there is no statewide "Mutual-Aid" agreement for inter-county operation. Any inter-county operational details must be determined between the counties involved. If a county has chosen to provide insurance coverage for RACES volunteers, it must be determined from the county's insurance carrier if the insurance will cover a RACES volunteer for "out-of-county" operation.

Kansas State RACES HF SSB Net

1st Thursday of each Month at 1900 local time
on 3940.0 kHz, LSB

Radiotelephone (Voice) Procedures

Transmissions on voice nets should be in a moderate tone of voice with natural emphasis on each word. Fast, excited or loud speech requires repetition and wastes time. Transmissions should be as brief as possible and should contain only plain language (No 10 signals or "Q" signals). Special effort should be made at all times to enunciate distinctly. Content of transmissions should be planned beforehand to eliminate delay during transmissions. Words should be spoken in uninterrupted sentences except when formal messages are being transmitted. When sending formal messages, the sending operator must keep in mind the time required by the receiving operator to write the message, and pause sufficiently to permit the writing of each phrase.

RACES Message Format

Effective June 1, 2008, Montgomery County RACES members must use the standard FEMA message form ICS-213.

Procedures for Other Digital Modes

Other digital modes such as Packet, Psk31, etc., may also be used for the transmission of RACES messages. **Due to the built-in error checking in these modes, plain language will be used at all times.** The use of Q-Signals and Prowords are to be avoided. If an error is made during a "keyboard-to-keyboard" digital transmission, the sending operator will send: "The following was sent in error", followed by the words sent in error. This will be followed by the words "correction follows", followed by the proper text. If an error is discovered in a message sent to a bulletin board, the message will be

withdrawn if possible. If this is not possible, a subsequent message outlining and correcting the error will be sent.

A message is not considered as delivered until the receiving station acknowledges receipt of the message. A message left on a "public bulletin board" or a "personal bulletin board" is not considered as delivered until acknowledged by the station it was intended for. For this reason, "keyboard-to-keyboard" transmission is encouraged whenever possible.

RACES Training Sessions

RACES Training Nets will be held once a month. This will be conducted to improve the efficiency and operation of net procedures and message handling.

The Net Control Station (NCS) of any RACES net, will provide a monthly report of net activities to the County RACES Radio Officer. This report will include the following:

- Date and time of each training session.
- Roll call of all stations in the net, indicating NCS and assistant NCS.
- Copy of "drill" message sent.
- Any other remarks or comments deemed necessary by NCS.
- The time permitted for RACES training is listed in FCC Part 97.407 E 4.

Net Control Station Duties and Authority

RACES nets are directed nets, and will be treated accordingly. The authority of the NCS extends only to the operation of the net on the air. However, within this scope, and while the net is in session, the authority of the NCS is absolute. It is the duty of the NCS to maintain strict discipline and adherence to standard operating procedures. The decisions of the NCS are final and its instructions must be strictly and immediately complied with.

The NCS will clear traffic within the net, and dispatch traffic to points outside the net as is required.

The NCS derives authority from the County Radio Officer and is responsible to that Officer for the conduct of the net. The success or failure of net operations depends on keeping the net in order and operating swiftly and smoothly by use of the powers invested in the NCS for this purpose. The NCS may break into the net at any time, if it is the opinion that it is necessary to aid in the functioning of the net. NCS must keep a written record of all stations in the net and the traffic they have for transmission.

Questions, Comments

Questions or comments regarding the Montgomery County RACES program can be directed to the Montgomery County RACES Radio Officer via e-mail at mgcoraces@mgcountyks.org

FCC Rules Governing RACES

97.407 Radio Amateur Civil Emergency Service

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

B) The frequency bands and segments and emissions authorized to the control operator are available to stations transmitting communications in RACES on a shared basis in the amateur service.

C) A RACES station may only communicate with:

1. Another RACES station;
2. An amateur station registered with a civil defense organization;
3. A United States Government station authorized by the responsible agency to communicate with RACES stations;
4. A station in a service regulated by the FCC whenever such communication is authorized by the FCC.

D) An amateur station registered with a civil defense organization may only communicate with:

1. A RACES station licensed to the civil defense organization with which the amateur station is registered;

2. The following stations upon authorization of the responsible civil defense official for the organization with which the amateur station is registered:

- I. A RACES station licensed to another civil defense organization;

- II. An amateur station registered with the same or another civil defense organization;

- III. A United States Government station authorized by the responsible agency to communicate with RACES stations; and

- IV. A station in a service regulated by the FCC whenever such communication is authorized by the FCC.

E) All Communications transmitted in RACES must be specifically authorized by the civil defense organization for the area served. Only civil defense communications of the following types may be transmitted:

1. Messages concerning impending or actual conditions jeopardizing the public safety, or

affecting the national defense or security during periods of local, regional, or national civil emergencies;

2. Messages directly concerning the immediate safety of life of individuals, the immediate protection of property, maintenance of law and order, alleviation of human suffering and need, and the combating of armed attack or sabotage;

3. Messages directly concerning the accumulation and dissemination of public information or instructions to the civilian population essential to the activities of the civil defense organization or other authorized governmental or relief agencies; and

4. Communications for RACES training drills and tests necessary to ensure the establishment and maintenance of orderly and efficient operation of the RACES as ordered by the responsible civil defense organization served. Such drills and tests may not exceed 1 hour per week. With the approval of the chief officer for emergency planning in the applicable State, Commonwealth, District or territory, however, such tests and drills may be conducted for a period not to exceed 72 hours no more than twice in any calendar year. All other rules governing operation in the Amateur Radio Service must also be followed.

Appendix A:

Training Requirements

FEMA course IS-100, IS-200 and IS-700 are now a requirement. If you are planning on taking these courses within the next 90 days, you can be issued a Temporary RACES ID Card. At the end of the 90 days you are required to furnish proof of successful completion of IS-100, IS-200 and IS-700. If the courses are not completed satisfactorily, you will be dropped from the rolls as a RACES member. Staying inline with NIMS requirements, IS-IS-800 will probably be required by the end of 2008. You will be required to give a copy of these certificates to the RACES Officer. They will be placed in your training records.

Training is a KEY element in the development and maintenance of a professional organization. We take the job of the emergency communicator very seriously and strive to succeed with the best professionalism possible. To accomplish these goals RACES provides and recommends multiple training opportunities.

The Federal Emergency Management Agency (FEMA), provides much of the training for FREE from this Link:

<http://training.fema.gov/IS/crslist.asp>

We also recommended the ARECC courses Level I, II, III offered by the ARRL. Link:

<http://www.arrl.org/cce/courses.html>

In addition to the training mentioned in this section, public service events are invaluable. These events provide an opportunity to hone the skills learned during training activities.

Remember, we want to provide the BEST possible communications services in the event of an ACTUAL activation by one of our served agencies.

Appendix B:

K.S.A. 48-915

Chapter 48.--MILITIA, DEFENSE AND PUBLIC SAFETY Article 9.--EMERGENCY PREPAREDNESS FOR DISASTERS

48-915. Immunity from liability of the state, local governments and certain individuals; Kansas tort claims act, applicability. (a) Neither the state nor any political subdivision of the state, nor the agents or representatives of the state or any political subdivision thereof, shall be liable for personal injury or property damage sustained by any person appointed or acting as a volunteer worker, or member of any agency, engaged in emergency management activities. The foregoing shall not affect the right of any person to receive benefits or compensation to which such person otherwise may be entitled under the workers compensation law or any pension law or any act of congress.

(b) Whenever a proclamation is issued declaring a state of disaster emergency pursuant to K.S.A. 48-924, and amendments thereto, neither the state nor any political subdivision of the state nor, except in cases of willful misconduct, gross negligence or bad faith, the employees, agents, or representatives of the state or any political subdivision thereof, nor any volunteer worker, or member of any agency, engaged in any emergency management activities, complying with or reasonably attempting to comply with this act, or any proclamation, order, rule and regulation promulgated pursuant to the provisions of this act, or pursuant to any ordinance relating to blackout or other precautionary measures enacted by any political subdivision of the state, shall be liable for the death of or injury to persons, or for damage to property, as a result of any such activity performed during the existence of such state of disaster emergency or other such state of emergency.

(c) Any member of a regional medical emergency response team created under the provisions of K.S.A. 48-928, and amendments thereto, shall be deemed a state employee under the Kansas tort claims act, K.S.A. 75-6101, *et seq.*, and amendments thereto.

History: L. 1951, ch. 323, § 14; L. 1975, ch. 283, § 25; L. 1994, ch. 248, § 5; L. 2002, ch. 149, § 1; July 1.

Phonetic Alphabet

Alpha	November
Bravo	Oscar
Charlie	Papa
Delta	Quebec
Echo	Romeo
Foxtrot	Sierra
Golf	Tango
Hotel	Uniform
India	Victor
Juliet	Whiskey
Kilo	X-Ray
Lima	Yankee
Mike	Zulu

Approved:

James F. Miller
Montgomery County Emergency
Management Director

Date: _____

Kenneth W. Collins, NUØB
Montgomery County RACES Officer

Date: _____