

SACHSE R.A.C.E.S.

RADIO AMATEUR CIVIL EMERGENCY SERVICE



STANDARD OPERATING PROCEDURE

Version 1.2

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INTRODUCTION

HISTORY OF THE SACHSE RADIO AMATEUR CIVIL EMERGENCY SERVICE

The Sachse Radio Amateur Civil Emergency Service, R.A.C.E.S., and Sachse Amateur Radio Emergency Service, 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 Service 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. Police officers 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 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.

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 Service. 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.

1. PURPOSES OF R.A.C.E.S./A.R.E.S.

1.1.WHY R.A.C.E.S./A.R.E.S. EXIST

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.

1.2.ROLES OF R.A.C.E.S./A.R.E.S.

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.

1.2.2. 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.

1.3. ACTIVATION OR R.A.C.E.S./A.R.E.S.

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.

1.3.2. 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.

2. ORGANIZATION OF R.A.C.E.S./A.R.E.S.

2.1.DALLAS COUNTY R.A.C.E.S.

- 2.1.1. Sachse Radio Amateur Radio Service (RACES) shall maintain membership in Dallas County RACES in accordance with the rules set forth in the Dallas County Radio Civil Emergency Service Standard Operating Procedures.
 - 2.2.DALLAS COUNTY R.A.C.E.S. COUNCIL
 - 2.2.1. The Dallas County R.A.C.E.S. Council will coordinate the activity of Dallas County R.A.C.E.S.
 - 2.3.A.R.E.S. MEMBERSHIP
 - 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).
 - 2.4.DALLAS COUNTY R.A.C.E.S. COUNCIL TO BE COORDINATING BODY
 - 2.4.1. 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.
- 3. APPOINTMENT PROCESS AND APPEALS
 - 3.1.APPOINTMENT
 - 3.1.1. 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.
 - 3.1.2. Appointments to R.A.C.E.S. are determined by the criteria set forth in in this document.
 - 3.1.3. As stated all Sachse R.A.C.E.S. members upon appointment shall automatically become members of A.R.E.S.
 - 3.2.APPOINTMENT REVIEW PANEL
 - 3.2.1. The Appointment Review Panel, if convened, shall be a three-member panel consisting of officers of the R.A.C.E.S. jurisdiction to which appointment is sought.
 - 3.2.1.1. 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.
 - 3.2.1.2. The Appointment Review Panel may be composed of any three members in good standing as selected by the R.A.C.E.S. Radio Officer.
 - 3.2.2. The Appointment Review Panel will be convened at the request of the R.A.C.E.S. Radio Officer.

- 3.2.3. 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.
- 3.2.4. 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.

3.3. APPEALS FOR REJECTED APPOINTMENTS

- 3.3.1. A rejected application for appointment may be appealed to an Appeals Panel for reconsideration.
 - 3.3.1.1. 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.
 - 3.3.1.2. 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.
- 3.3.2. The decision of the Appeals Panel as determined by a simple plurality vote is final.
- 3.3.3. 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.

3.4. APPEALS PANEL

- 3.4.1. The Appeals Panel shall be a five member panel consisting of:
 - 3.4.1.1. The R.A.C.E.S. Radio Officer of the jurisdiction to which the application is being made or his designated representative.
 - 3.4.1.2. The Dallas County Radio Officer or his designated representative.
 - 3.4.1.3. Any R.A.C.E.S. officer from any participating city or from the county itself or his designated representative.
 - 3.4.1.4. Any two active R.A.C.E.S. appointees not currently on probation from any participating city or from the county itself.
- 3.4.2. The Appeals Panel will be selected and convened at the request of the Radio Officer of the jurisdiction to which appointment is sought.

- 3.4.3. The Appeals Panel will convene within thirty days after receipt of an appeal request in letter form by the Sachse R.A.C.E.S. Radio Officer from the applicant whose application has been rejected.
- 3.4.4. In addition to hearing and determining appeals for appointment rejection, the Appeals Panel will also hear and determine appeals for termination and nonrenewal of appointments.
- 3.4.5. 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!

3.5. ANNUAL REVIEW

- 3.5.1. Appointees to R.A.C.E.S. will be reviewed annually by their cognizant Radio Officer or delegated representative.
- 3.5.2. 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.
- 3.5.3. The annual review will consider the following:
 - 3.5.3.1. Conformable to R.A.C.E.S. requirements as provided in Section 6 of this manual.
 - 3.5.3.2. Appointee conduct as discussed in Section 7 of this manual.
 - 3.5.3.3. Extenuating circumstances.

4. CRITERIA FOR R.A.C.E.S. APPOINTMENT

4.1. DUAL APPOINTMENTS

- 4.1.1. 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.

4.2. APPLICATION

- 4.2.1. 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.
- 4.2.2. The blank application form will be provided upon request to the Radio Officer of the jurisdiction to which appointment is sought.
- 4.2.3. 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.

4.3. LICENSE

- 4.3.1. The applicant must maintain a valid F.C.C. Amateur Radio License of Technician Class or higher at the time of application. A valid FCC Amateur Radio license is required for continued participation in RACES/ARES.
- 4.4.HOLD HARMLESS AGREEMENT
 - 4.4.1. The applicant must submit a signed statement of liability release, also known as a Hold Harmless Agreement., to the Radio Officer with his application.
 - 4.4.2. The blank .Hold Harmless Agreement. will be provided with the application form by the Radio Officer.
- 4.5.R.A.C.E.S. STANDARD AGREEMENT
 - 4.5.1. The applicant must submit a signed copy of the .R.A.C.E.S. Standard Agreement. to the Radio Officer with his application.
 - 4.5.2. The blank .R.A.C.E.S. Standard Agreement. will be provided with the application form by the Radio Officer.
- 4.6.RESIDENCE
 - 4.6.1. 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.
- 4.7.AGE
 - 4.7.1. The applicant must have attained the age of eighteen (18) years at the time of appointment.
- 4.8.DENIAL OF APPOINTMENT
 - 4.8.1. The applicant's appointment may be denied for any one or more of the conditions stated in this manual.
- 4.9.LEGAL CONSIDERATIONS
 - 4.9.1. The applicant must abide by and uphold all federal, state, county, and local laws.
 - 4.9.2. 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.
 - 4.9.3. The city Human Resources department will perform necessary background checks and verifications.
- 4.10.PROBATION
 - 4.10.1.A new appointee shall serve for a period of one year in a probationary status.
- 5. R.A.C.E.S. REQUIREMENTS
 - 5.1.CONDUCT

5.1.1. 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.

5.1.2. 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.

5.2.PREPAREDNESS

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

5.3.TRAINING

5.3.1. 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.

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

5.3.3. Each appointee shall successfully complete the following Federal Emergency Management Agency (FEMA) National Incident Management System (NIMS) courses. A copy of the course completion certification shall be delivered to the Radio Officer or Training Officer.

5.3.3.1. [IS-100.a - Introduction to the Incident Command System](#)

(Required)

5.3.3.2. [IS-700.A - National Incident Management System \(NIMS\), An Introduction](#) (Required)

5.3.3.3. [IS-200.a - ICS for Single Resources and Initial Action Incidents](#)

(Optional)

5.3.3.4. [IS-800.B - National Response Framework, An Introduction](#)

(Optional)

5.4.PARTICIPATION

5.4.1. 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.

5.4.2. 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.

- 5.4.2.1. 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.
- 5.4.2.2. 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.

5.5.CURRENT INFORMATION

- 5.5.1. An appointee must maintain correct roster information on file with the Radio Officer.

5.6.GENERAL

- 5.6.1. 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.

5.6.2. AUXILLARY LIGHTS

- 5.6.2.1. The use of auxiliary lights is limited to that which Texas statute allows as defined by Chapter 547. Texas transportation code statute restricts us to the use of a yellow, orange, or amber lamps. I recommend the use of revolving or oscillating lamps as opposed to a flashing or beaconing light. The operation of auxiliary lamps is permitted only while stationary and not in motion to avoid being mistaken as an emergency vehicle.

5.6.3. REFLECTIVE APPAREL

- 5.6.3.1. For the safety of all Sachse RACES members, the use of ANSI/ ISEA 107-2004 Class 2 or Class 3 apparel must be worn during an official Sachse RACES sanctioned net if: (a) you are outside of your vehicle or a permanent building structure; AND (b) are within 20 feet of a roadway.

6. CRITERIA FOR DENIAL, TERMINATION, OR NON-RENEWAL OF APPOINTMENT

6.1.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 for any one or more of the following conditions:

- 6.1.1. 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.
- 6.1.2. conviction of a felony offense or of theft at any level.
- 6.1.3. suspension or revocation of Texas Driver's License.
- 6.1.4. suspension or revocation of amateur radio license.
- 6.1.5. failure to renew amateur radio license.
- 6.1.6. deliberately posing as a civil defense official.
- 6.1.7. making unauthorized, official comments to the news media or other officials.
- 6.1.8. unauthorized use of R.A.C.E.S./A.R.E.S. credentials.
- 6.1.9. 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.
- 6.1.10. flagrant disregard of the Amateur Code.
- 6.1.11. failure to participate in the minimum number of R.A.C.E.S. training activities during the year.
- 6.1.12. use of any alcoholic beverage during a R.A.C.E.S./A.R.E.S. activity.
- 6.1.13. use of marijuana or any controlled substance except under a doctor's prescription.
- 6.1.14. failure to abide by federal, state, county, or local laws during a R.A.C.E.S./A.R.E.S. activity.
- 6.1.15. disregard for public safety as demonstrated by reckless or careless driving or other actions that endanger public welfare.
- 6.1.16. failure to maintain required residency or employment criteria.
- 6.1.17. theft or unauthorized conversion of property, whether public or private, to appointee's private use.

7. GENERAL OPERATIONS OF THE E.O.C.

7.1. AUTHORIZED E.O.C. OPERATORS

- 7.1.1. 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.

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

7.2.E.O.C. OPERATIONS DURING SKYWARN NETS

7.2.1. 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.

7.2.2. 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.

7.3.NON-WEATHER RELATED E.O.C. OPERATIONS

7.3.1. 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.

7.3.2. 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.

7.4.REMOTE E.O.C. OPERATIONS (COMMAND POST)

7.4.1. 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.

7.5.MAINTENANCE OF E.O.C. EQUIPMENT

7.5.1. 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.

7.6.USE OF PERSONAL EQUIPMENT AT THE E.O.C.

7.6.1. 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.

7.6.2. 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.

7.6.3. 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.

7.7.CHECKING IN AND OUT

7.7.1. 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.

7.8.PREPARATION OF REPORTS

7.8.1. 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.

7.8.2. 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.

8. OFFICIAL R.A.C.E.S. OPERATIONS

8.1.R.A.C.E.S./SKYWARN NET OPERATIONS

8.1.1. 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.

8.2.OTHER R.A.C.E.S. EMERGENCY NETS

8.2.1. 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.

8.2.2. 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.

8.3.R.A.C.E.S. TRAINING NETS

8.3.1. 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.

8.3.2. 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.

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

9.1.UNOFFICIAL NETS

9.1.1. 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.

9.1.2. 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.

9.1.3. 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.

9.2.NON-R.A.C.E.S. ACTIVITY

9.2.1. 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.

9.2.2. 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.

10. POLICE DEPARTMENT AND E.O.C. SECURITY

10.1. RESTRICTED AREAS

10.1.1. 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

10.1.2. AUTHORIZED ACCESS

10.1.2.1. Appointees are allowed unrestricted access to the following areas:

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

11. EMERGENCY WARNING SYSTEMS

11.1. CIVIL DEFENSE SIREN ACTIVATION

11.1.1. 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).

11.1.2. 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.

11.1.3. 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. This includes 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.

11.1.4. Under no circumstances will sirens be tested if a watch or warning has been issued by the National Weather Service.

12. GENERAL RADIO PROCEDURES

12.1. NET CHECK-INS

12.1.1. 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.

12.1.2. 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.

12.1.3. 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.

12.1.4. 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.

12.1.5. In an emergency, use the procedural "break break" followed by your call sign, wait for net control to answer, and then state your emergency.

12.1.6. When operating the E.O.C. as the control operator, always designate "Sachse E.O.C." in your identification.

12.1.7. 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.

12.2.USE OF THE INTERNATIONAL PHONETIC ALPHABET

12.2.1.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

12.3.OPERATING FREQUENCIES

12.3.1.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.

442.80 Inter-E.O.C. (Administrative)

146.40 Sachse RACES (Simplex)

12.4. STATION LICENSING AND IDENTIFICATION

12.4.1.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.

12.4.2.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.

12.5.EFFECTIVE OPERATING PRACTICES

12.5.1.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. 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!

13.REFERENCE AND TRAINING MATERIALS

13.1.14.1 F.C.C. RULES AND REGULATIONS PART 97

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

13.1.2.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.

13.2.THE CLOUD COWBOY REFERENCE MANUAL

13.2.1.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.

13.3.E.O.C. STANDARD OPERATING PROCEDURES

13.3.1.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.

13.3.2.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.

13.4.TRAINING VIDEOS AND REFERENCE MATERIALS

13.4.1.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.

14.CIVIL DEFENSE SYSTEM TESTING

14.1.EMERGENCY WARNING SYSTEM TESTING

14.1.1.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.

14.1.2.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.

14.2.CIVIL DEFENSE SIRENS

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

14.2.2. 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 the first Saturday of each month 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.

14.2.3. 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. 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.

14.2.4. 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.

15. R.A.C.E.S. NET ACTIVATION

15.1.A-TONE AND DTMF SEQUENCES

15.1.1. 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.

15.2.PAGER ACTIVATION

15.2.1. Sachse R.A.C.E.S. members will be requested to purchase a pager or supply a valid text messaging address 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 alert all Sachse R.A.C.E.S. members.

15.2.2. 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)

15.2.3. 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.

Date	Who	What was revised	Where in document
2202	Gary Buralow	New Document	New Document
24 Apr 2009	Glen Geen	Changed appointment panel	Section 3
24 April 2009	Glen Geen	Have and maintain valid FCC license	Section 4.3
24 April 2009	Glen Geen	Denial or termination of appointment	Section 4.8
24 April 2009	Glen Geen	City HR involvement in screening	4.9
24 April 2009	Glen Geen	Added is 100/700 required and 200/800 optional	Section 5.3 Training
24 April 2009	Glen Geen	Use of Auxiliary light	Section 5.6 General
24 April 2009	Glen Geen	Require reflective apparel	Section 5.6 General
24 April 2009	Glen Geen	Change every Saturday to first Saturday	Section 14.2