

**PLAN FOR  
RADIO AMATEUR CIVIL EMERGENCY SERVICE (RACES)  
SUPPORT OF LOCAL GOVERNMENT DURING EMERGENCIES**

**MONROE COUNTY INDIANA****GENERAL INFORMATION AND BACKGROUND:**

- A. **RACES** is an organization of amateur radio operators who volunteer to provide radio communications for State and Local governments in times of emergency. Created in 1952 primarily to serve in civil defense emergencies, RACES provides essential communications and warning links to supplement State and Local government assets during emergencies.
- B. **RACES** is a special part of the amateur operation sponsored by the Federal Emergency Management Agency (FEMA). RACES provides emergency communications for civil preparedness purposes only. RACES is conducted by amateurs using their primary station licenses or by existing RACES stations. In the event that the President invokes the War Emergency Powers, amateurs officially enrolled in the local civil preparedness group would become limited to certain frequencies, while all other amateur operations would be silenced.

**1. Introduction.**

- a. Scope. This plan provides guidance for the Radio Amateur Civil Emergency Service (RACES) to support local government officials during certain emergency conditions. This plan is an extension and component of the *Volunteer Emergency Communications Plan for Monroe County*, which covers Amateur Radio Emergency Service (ARES) cooperation with non-government agencies and events as well..
- b. Purpose. This plan is intended to provide coordinated operation between Monroe County government officials and the RACES organization during times when there are extraordinary threats to the safety of life and/or property. Maximum benefits from a RACES organization can be obtained only through careful planning which identifies the organizations, agencies, and individuals concerned and assigns a definitive role to each. This plan enables agencies and organizations having emergency responsibilities to include the RACES organization in local emergency plans and programs.
- c. Operations. Under this plan, the Director of Emergency Services is empowered to request the use of available volunteer communications facilities and personnel. Acceptance of or participation in this plan shall not be deemed as a relinquishment of license control, and shall not be deemed to prohibit an amateur radio service licensee or broadcast licensee from exercising independent discretion and responsibility in any given situation under the terms of its license.

2. **Emergency Situations Defined.** The RACES organization provides and/or supplements communication during emergencies where normal communication systems have become inoperable. It may be used in a wide variety of situations, including, but not limited to: natural disasters (such as tornadoes, floods, and blizzards); technological disasters (such as nuclear accidents and/or nuclear attack); terrorist incidents and/or bomb threats; and other situations identified by the Director of Emergency Services.

**3. Authorities.**

- a. Title 47, United States Code, Section 606, as amended.
- b. Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions.
- c. Title 47, United States Code, Code of Federal Regulations (CFR), Part 97 Subpart E and paragraph 97.407, (RACES).
- d. Monroe County Ordinance 88-22, dated 9-23-88

4. **Membership.** Each prospective member completes a RACES Application and returns it to the RACES Officer. The application must not contain information that is protected under the Privacy Act. Monroe County RACES members will be at least 18 years old and residents of Monroe County. Residents of contiguous counties which do not have a RACES group may apply for membership. The RACES Officer recommends acceptance or non-acceptance to the Emergency Management Director. Once approval is granted, the Director and the RACES Officer sign a letter designating the applicant as a certified RACES Operator. In order to serve effectively as a volunteer member of the emergency staff, access to otherwise restricted areas, such as the EOC or the jurisdiction's communications center, may be associated with RACES participation and assignments. To the extent that similar requirements exist for other members of the emergency staff with access to restricted areas, a limited background check for RACES applicants may be performed in accordance with the jurisdiction's regulations and procedures. Membership participation is evaluated on the basis of character, participation, and compliance with EMA operational and employment procedures.
5. **Authentication.** The form of authentication that will be used between the activating official and the RACES organization is personal identification or knowledge of the individuals involved.
6. **Identification.** The methods used to identify a RACES member and key personnel during a communications support operation are the following:
  - a. A Local Emergency Services Identification Badge and/or Card will be provided to the RACES volunteer. (clip on)
  - b. Red armbands, four and one-half inches wide, with attached RACES patches supplied by the State RACES office, can also be used as supplemental identification.
  - c. Personal acquaintance, through scheduled meetings and RACES exercises.

#### 7. **Implementation Procedures.**

Procedures for Government Officials -- Upon notification or determination of an emergency condition or situation posing an extraordinary threat of life and/or property, the Monroe County Emergency Management Director will contact the RACES Officer.

The Director of Monroe County Emergency Management will use the following format when contacting the RACES Officer (RO):

"This is \_\_\_\_\_, Director of Monroe County Emergency Management. I request that the RACES organization be activated for Monroe County because of [description of the emergency situation]."

#### 8. **Frequencies and Procedures for Amateur Radio Operators.**

Upon request by authorized authorities, the designated RACES member(s) will report to the Emergency Operations Center (EOC), and/or Alternate EOCs (AEOC) to activate the required emergency nets using the frequencies below:

Primary: 146.64

Secondary: 146.94

Secondary: 443.775

Primary Simplex: 146.58

Secondary Simplex 146.55

Indiana Traffic Net 3.910 MHZ LSB (See Note)

Indiana 75 Meter RACES Frequency 3.9965 MHZ LSB

NOTE: [TAB H] of this Plan provides a definition of 97.407

Availabilities to the above listed frequencies are subject to amateur license class (47 CFR 97.301) and RACES (47 CFR 97.407) limitations. When the President's War Emergency Powers are invoked under 47 USC Section 606, the frequency 3.910 MHZ, for the Indiana Traffic Net MAY NOT be used.

### 9. Message Format and other guidelines

- a. The ARRL Message Format shall be the only message format used in traffic handling.
- b. Each message element should be defined to minimize confusion. Each message will have an immediate transmission precedence assigned to it, and they will be:
  - 1) **EMERGENCY:** Any message having life and death urgency to any person or group of persons, which is transmitted by Amateur Radio in the absence of regular commercial facilities. This includes official messages of welfare agencies during emergencies requesting supplies, materials or instructions vital to relief of stricken populace in emergency areas. During normal times, it will be VERY RARE. On Continuous Wave (CW) and Radio Teletype (RTTY) the designation will always be spelled out. When in doubt, do not use it.
  - 2) **PRIORITY:** These messages are processed in the order of receipt and processed AFTER EMERGENCY precedence messages and ahead of all ROUTINE precedence messages. PRIORITY precedence messages are sent or delivered in the order of receipt. Use abbreviation P on CW/RTTY. This classification is for the following:
    - a) Important messages having a specific time limit.
    - b) Official messages not covered in the emergency category.
    - c) Press dispatches and emergency-related traffic not of the utmost urgency.
    - d) Notice of death or injury in a disaster area, personal or official.
  - 3) **WELFARE:** This classification, abbreviated as W on CW/RTTY, refers to either an inquiry as to the health and welfare of an individual in the disaster area or an advisory from the disaster area that indicates all is well. Welfare traffic is handled only after all emergency and priority traffic is cleared. The Red Cross equivalent to an incoming Welfare message is DWI (Disaster Welfare Inquiry).
  - 4) **ROUTINE:** Most traffic in normal times will bear this designation. In disaster situations, traffic labeled Routine R on CW/RTTY should be handled LAST, or not at all when circuits are busy with higher precedence traffic.
- c. All messages transmitted by a RACES station must be authorized by the emergency organization for the affected area.
- d. All messages transmitted in connection with drills or tests are plainly identified as such by using the words DRILL or TEST in the body of the message. C. RACES members missing a designated assignment by the EOC network control are encouraged to check in at any time for further directions. In the event that assistance is offered by amateurs not living within the immediate area, those amateurs should be advised to contact the EOC on the previously listed simplex frequencies or locally used repeater frequencies for possible assignments.
- e. At the completion of the emergency, authorized officials will initiate a roll call from the EOC using any one or more of the previously listed simplex frequencies and/or local repeater frequencies. RACES members will then acknowledge and confirm receipt of the termination message.

### 10. Regular Scheduled Nets, and Exercises:

- a. Monroe County RACES will schedule a NET to be held at a regular time to be communicated to all members. The net will be on the Monroe County Repeater Association WB8TLH frequency of 146.640, the secondary, Indiana University ARC K9IU frequency of 146.94, or the secondary, W9WIN Repeater system frequency of 443.775. RACES may also conduct a Simplex Net on 146.58 periodically to test transmit/receive range and signal strength.
- b. There will be one (1) emergency exercise per calendar year. All RACES members are encouraged to participate.

**11. TABS associated with the Monroe County RACES Plan.**

TAB A: List of Monroe County RACES members with contact information.

**[CONFIDENTIAL – available to RACES members upon request]**

TAB B: List of key personnel from Monroe County Emergency Management, the Primary Emergency Operations Center (EOC), and Alternate Emergency Operation Centers (AEOC).

**[CONFIDENTIAL –RACES access as required]**

TAB C: List of key personnel from County Agencies with telephone numbers.

**[CONFIDENTIAL –RACES access as required]**

TAB D: Monroe County Sheriff's Department Contact Personnel

**[CONFIDENTIAL –RACES access as required]**

TAB E: Monroe County Township Fire Departments Contact Personnel

**[CONFIDENTIAL –RACES access as required]**

**TAB F: Net Preamble**

TAB G: Test Exercise Preamble

[Under development]

**TAB H: Federal Communication Commission Title 47, Section 97  
SUBPART E-PROVIDING EMERGENCY COMMUNICATION**

**TAB I: The Monroe County ARES-RACES Application Form****APPROVALS**

This plan has been reviewed and approved by the following authorities:

Signature Date

/s/

24 March 2003

John Hooker

Director, Monroe County Emergency Management Agency (EMA)

/s/

24 March 2003

Carl Zager, KB9RVB

Monroe County Radio Amateur Civil Emergency Service Officer (RO)

**TAB F:  
Net Preamble**

The Monroe County RACES Net Preamble is periodically revised by the RACES Officer to reflect changes in structure and/or the check-in roster. While the RACES Officer frequently conducts the RACES net, other RACES members are *strongly* encouraged to periodically fill the net control function in order to gain valuable experience in that capacity. Therefore, a current copy of the preamble (listed below) is now maintained on the web for easy access and use by our RACES personnel.  
--Carl Zager (KB9RVB), Monroe County RACES Officer.

**Monroe County RACES Net Preamble**

This is \_\_\_\_\_, callsign \_\_\_\_\_, with the Monroe County Emergency Services and RACES Net. This net meets at least twice a year, usually at a time corresponding with Indiana State Emergency Management Agency exercises and is authorized by Part 97 Subpart E of the FCC Rules & Regulations. RACES/EMA nets are only activated at the request of the Monroe County Emergency Management Director. This net was formally requested on \_\_\_\_\_(day), \_\_\_\_\_ (date).

[We are in the process of standardizing the date, time, and radio frequency or repeater for this net. Tonight,] the Monroe County RACES and Emergency Services Net [is meeting] meets at \_\_\_\_\_ (local time), on \_\_\_\_\_ (day), \_\_\_\_\_ (date) on \_\_\_\_\_(frequency) -- the \_\_\_\_\_ (callsign) repeater located in Bloomington, Indiana. Should there be a problem with this frequency, please monitor the following repeaters and simplex frequencies:

- 1. 146.64 the WB8TLH Monroe County Repeater Association repeater
- 2. 146.94 the K9IU Indiana University Amateur Radio Club repeater
- 3. 146.58 simplex
- 4. 443.775 the W9WIN repeater

for instructions.

This is a formal, directed net. Please address all communications to net control.

At this time we will take a stand by for any Emergency or Priority (such as time value) traffic.:

Log traffic -- \_\_\_\_\_  
\_\_\_\_\_

At this time we will accept check-ins from any mobile operators who are leaving the area or from short-time operators who must leave the net for other business. Please feel free to call whether you are Monroe County RACES or not. Please advise whether you have comments or formal traffic for the net.

Log check-ins (take comments, traffic) -- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is \_\_\_\_\_, callsign \_\_\_\_\_, with the Monroe County Emergency Services and RACES Net. At this time we will take a roll call of all Monroe County RACES members. We will call alphabetically by callsign suffix. When called, please acknowledge by callsign and advise if you will have later comments or formal traffic to pass:

<b>Called</b>	<b>Callsign</b>	<b>Name</b>	<b>In</b>	<b>Out</b>	<b>Comments/Traffic</b>

Roll call is complete. If there are any RACES members who need to check-in, please call now. Indicate whether you have comment or formal traffic.

This is \_\_\_\_\_, callsign \_\_\_\_\_, with the Monroe County Emergency Services and RACES Net. At this time we will go back over the list for comments or traffic.

This is \_\_\_\_\_, callsign \_\_\_\_\_, with the Monroe County Emergency Services and RACES Net. At this time we will take check-ins from other ARES members or other radio amateurs in the area. Please give your call, first name, location, and advise if you will have later comments or formal traffic to pass:

Log check-ins (take comments, traffic) -- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

At this time we will cover any announcements not covered by other operators:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any other late check-ins? (Log) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If there are no further check-ins, are there any stations requesting information or having traffic for the net? (Log) \_\_\_\_\_

\_\_\_\_\_

Last call. Are there any additional check-ins or other business before we close the net? (Log)

\_\_\_\_\_  
\_\_\_\_\_

This is \_\_\_\_\_, callsign \_\_\_\_\_, with the Monroe County Emergency Services and RACES Net. We would like to thank everyone for participating in this evening's net. We had \_\_\_\_\_ check-ins; \_\_\_\_\_ RACES check-ins.

We are closing the net at \_\_\_\_\_ (local time). We would like to thank the \_\_\_\_\_ repeater association and return the repeater to normal operation.