

ROWLETT, TEXAS
RADIO AMATEUR CIVIL EMERGENCY SERVICES

ORGANIZATION
AND
PROCEDURES
MANUAL

ORIGINAL, JUL. 10, 1995
RWLT02A/08-07-95/K8DN

ROWLETT, TEXAS RACES

In light of the fact that RACES is an all-volunteer entity serving agencies of the government established to protect and preserve the welfare of the citizens of Rowlett, Texas, and in consideration of the fact that the various RACES 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 RACES officials, appointees, and general public.

It is not the intention of this manual to exclude any qualified candidate from participating in RACES, but rather to institute guidelines which will preserve the integrity of the organizations.

However, the effective operation of any organization which 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 RACES organizations will be grounds for revocation or denial of a RACES appointment.

RACES is an acronym for Radio Amateur Civil Emergency Services. RACES is provided for by Part 97, Sub-Part E, of the Federal Communication Commission Rules and Regulations governing the Amateur Radio Services and derives its existence from that document.

Throughout all RACES documents masculine references are understood to apply to all personnel regardless of gender.

SECTION 1

1.0 PURPOSE OF RACES

1.1 The RACES organization exists to provide specialized amateur radio communications and reporting supplements to their sponsoring agencies

1.2 A very important part of the RACES 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 In addition to the storm spotting part of this RACES mission, the sponsoring agencies may activate their RACES organizations whenever the RACES specialized communications skills are needed to aid the government mandate of protecting and preserving the public welfare.

SECTION 2

2.0 ORGANIZATION OF RACES

2.1 Dallas County RACES shall consist of a Radio Officer appointed by an appropriate County official, such additional officers and assistants as the Dallas County Radio Officer may see fit to appoint, the other RACES organizations that may exist within the County, and possibly individuals who are not appointees to any other RACES organization. All appointees of member RACES organizations are automatically appointees of Dallas County RACES, except as qualified by the RACES agreement above. The Dallas County RACES Radio Officer shall coordinate RACES activities that affect more than one agency within the County as described in the agreement above.

2.2 Each member RACES organization, such as Rowlett, shall consist of a Radio Officer appointed by an appropriate official of the sponsoring agency, such additional officers and assistants as that Radio Officer may see fit to appoint, and those individuals appointed to that member RACES organization in accordance with the general appointment criteria set forth in this document and with any particular criteria for that individual member's RACES appointments.

2.3 Each member RACES Radio Officer shall obtain an appointment letter from his sponsoring agency authorizing his position as Radio Officer and shall submit a copy of this letter to the Dallas County Radio Officer.

2.4 The Dallas County RACES Council as defined in Section 3 of this manual, will coordinate the activity of Dallas County RACES.

SECTION 3

3.0 DALLAS COUNTY RACES COUNCIL

3.1 The Dallas County RACES Council shall act as the coordinating body for Dallas County RACES 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.

3.2 The RACES Council shall consist of the Dallas County Radio Officer, the Radio Officers of each of the member organizations, and the Council Chairman. The Council Chairman is elected by the various member Radio Officers. He may, but does not have to be, one of the Radio Officers. Council meetings shall be held regularly at three month intervals as determined by the Council and at other times as decided by the Council. Council meetings shall be attended by the Dallas County Radio Officer or his designated representative, each member's Radio Officer or his designated representative and not more than one additional person for each Radio Officer. Other persons may be invited to appear before the Council when information they may bring will be of value to the Council. In matters requiring a Council vote, each Radio Officer or his designated representative and the Council Chairman have one vote, except in the case of the Chairman being one of the Radio Officers, in which case he shall have only one vote. Robert's Rules of Order shall govern Council proceedings. The various sponsoring agencies will be notified by their respective Radio Officers of all Council meetings and may send observers to the Council meetings if they desire to do so.

SECTION 4

4.0 GENERAL INFORMATION

4.1 APPOINTMENT

4.1.1 Appointments to RACES are made by the RACES Radio Officer of the jurisdiction to which affiliation is sought or by an Appointment Review Panel for that jurisdiction.

4.1.2 Appointments to RACES are determined by the criteria set forth in Section 5, Criteria for RACES Appointment, and Section 7, Criteria for Denial, Termination, or Non-Renewal of RACES Appointment

4.2 APPOINTMENT REVIEW PANEL

4.2.1 The Appointment Review Panel shall be a three member panel consisting of officers of the RACES jurisdiction to which appointment is sought.

4.2.1.1 RACES OFFICER is defined as any appointed official, including but not limited to the RACES Radio Officer, Assistant Radio Officer, Net Control Station, and Alternate Net Control Stations.

4.2.1.2 The Appointment Review Panel may be comprised of any three officers as selected by the RACES Radio Officer.

4.2.2 The Appointment Review Panel will be convened at the request of the RACES Radio Officer.

4.2.3 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 RACES Radio Officer.

4.2.4 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 as soon as possible within a reasonable period of time.

SECTION 4 (cont.)

4.3 APPEALS FOR REJECTED APPOINTMENTS

4.3.1 A rejected application for appointment may be appealed to an Appeals Panel for reconsideration.

4.3.1.1 Applicant must submit a request for appeal in letter form to the RACES Radio Officer of the jurisdiction to which appointment is sought.

4.3.1.2 Applicant must submit a copy of the appeal request to the Dallas County RACES Radio Officer.

4.3.1.3 Applicant must present himself personally before the Appeals Panel convened at a mutually agreeable time and at a place located within the county on or before the expiration of forty-five days after the applicant has been duly notified of the rejected application

4.3.2 The decision of the Appeals Panel as determined by a simple majority vote is final.

4.3.3 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.

4.4 APPEALS PANEL

4.4.1 The Appeals Panel shall be a five member panel consisting of:

4.4.1.1 The RACES Officer of the jurisdiction to which the application is being made or his designated representative.

4.4.1.2 The Dallas County Radio Officer or his designated representative.

4.4.1.3 Any RACES officer from any participating city or from the county itself or his designated representative.

4.4.1.4 Any two active RACES appointees not currently on probation from any participating city or from the county itself.

4.4.2 The appeals Panel will be selected and convened at the request of the Dallas County RACES Radio Officer.

SECTION 4 (cont.)

4.4.3 The Appeals Panel will convene within thirty-days after receipt of an appeal request in letter form by the Dallas County RACES Radio Officer from the applicant whose application has been rejected.

4.4.4 In addition to hearing and determining appeals for appointment rejection, the Appeals Panel will also hear and determine appeals for termination and non-renewal of appointments.

4.4.5 The Sponsoring Agency of the RACES 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!

4.5 ANNUAL REVIEW

4.5.1 Appointees to RACES will be reviewed annually by their cognizant Radio Officer or his representative.

4.5.2 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.

4.5.3 The annual review will consider the following:

- 4.5.3.1 Conformable to RACES requirements as provided in section 6 of this manual.
- 4.5.3.2 Appointee conduct as discussed in section 7 of this manual.
- 4.5.3.3 Extenuating circumstances.

SECTION 5

5.0 CRITERIA FOR RACES APPOINTMENT

5.1 DUAL APPOINTMENTS

5.1.1 Considering the fact that all Dallas County jurisdictions of RACES agree in general and in spirit, although not necessarily to each specific item of this manual, dual appointments are discouraged.

5.2 APPLICATION

5.2.1 The applicant must submit a completed, signed RACES application to the Radio Officer of the jurisdiction to which appointment is sought.

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

5.2.3 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.

5.2.4 The applicant must include a stamped, self addressed envelope containing appropriate first class postage with his application. This envelope will be used to notify applicant of decision regarding his appointment.

5.3 LICENSE

5.3.1 The applicant must submit a copy of his valid FCC Amateur Radio License of Technician Class or higher with his application.

5.4 HOLD HARMLESS AGREEMENT

5.4.1 The applicant must submit a signed statement of liability release, also known as a "Hold Harmless Agreement" to the Radio Officer with his application.

5.4.2 The blank "Hold Harmless Agreement" will be provided with the application form by the Radio Officer.

SECTION 5 (cont.)

5.5 RACES STANDARD AGREEMENT

5.5.1 The applicant must submit a signed copy of the "RACES Standard Agreement" to the Radio Officer with his application.

5.5.2 The blank "RACES Standard Agreement" will be provided with the application form by the Radio Officer.

5.6 RESIDENCE

5.6.1 The applicant must reside or physically be employed within the jurisdiction to which application is being made. A waiver of requirement may be approved by the Radio Officer or the Appointment Review Panel.

5.7 AGE

5.7.1 The applicant must have attained the age of eighteen years, or shall submit his completed application signed by a parent or legal guardian.

5.8 DENIAL OF APPOINTMENT

5.8.1 The applicant's appointment may be denied for any one or more of the conditions stated in Section 7 of this manual.

5.9 LEGAL CONSIDERATIONS

5.9.1 The applicant must abide by and uphold all federal, state, county, and local laws.

5.9.2 The applicant must give consent to research of his background, which may include driving records, criminal activity records, FCC records, ARRL Official Observer records and any other records available as public information.

5.10 PROBATION

5.10.1 A new appointee shall serve for a period of one year in a probationary status.

SECTION 5 (cont.)

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5.10.1 A new appointee shall serve for a period of one year in a probationary status.

SECTION 6

6.0 RACES REQUIREMENTS

6.1 CONDUCT

6.1.1 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.

6.1.2 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 RACES functions.

6.2 PREPAREDNESS

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

6.3 SKYWARN TRAINING

6.3.1 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.

6.3.2 After his RACES appointment, the appointee should not participate in SKYWARN nets before attending a SKYWARN TRAINING SCHOOL.

6.4 PARTICIPATION

6.4.1 An appointee should participate in all RACES emergency nets unless hindered by employment or other priority commitment. Monitoring a net operation even when no radio transmission is required satisfies this requirement.

6.4.2 An appointee must participate in the minimum number of RACES training activities each year as specified by the Radio Officer of the jurisdiction to which the appointment was made.

6.5 CURRENT INFORMATION

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

SECTION 6 (cont.)

6.6 GENERAL

6.6.1 An appointee should obey instructions of duly authorized public officials with regard to RACES 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.

SECTION 7

7.0 CRITERIA FOR DENIAL, TERMINATION OR NON-RENEWAL OF APPOINTMENT

7.1 GENERAL

RACES appointees are required to maintain the standards set forth in this manual. In addition, an application for a RACES appointment may be denied, an existing RACES appointment may be terminated at any time, or an existing RACES appointment may not be renewed upon completion of the annual review discussed in paragraph 4.5, for any one or more of the following conditions:

7.1.1 Deliberate or willful falsification of information transmitted during a RACES emergency or weather net.

7.1.2 Conviction of a felony offence or of theft at any level.

7.1.3 Suspension or revocation of Texas Driver's License.

7.1.4 Suspension or revocation of amateur radio license.

7.1.5 Failure to renew amateur radio license.

7.1.6 Deliberately posing as a civil defense official.

7.1.7 Making unauthorized "official" comments to the press or other officials.

7.1.8 Unauthorized use of RACES credentials.

7.1.9 Failure to comply with instructions or requests of any duly authorized public officials during a RACES activity.

7.1.10 Flagrant disregard of the Amateur Code.

7.1.11 Failure to participate in the minimum number of RACES training activities during the year.

7.1.12 Use of any alcoholic beverage during a RACES activity.

7.1.13 Use of marijuana or any controlled substance except under a doctor's prescription.

7.1.14 Failure to abide by federal, state, county, or local laws during a RACES activity.

7.1.15 Disregard for public safety as demonstrated by reckless or careless driving or other actions which endanger public welfare.

SECTION 7 (cont.)

7.1.16 Failure to maintain required residency or employment criteria.

7.1.17 Theft or unauthorized conversion of property, whether public or private, to appointee's private use.

ROWLETT, TEXAS
RADIO AMATEUR CIVIL EMERGENCY SERVICES
(RACES)

STAGING

FINAL

May 28, 2001

Frank Roesch
Staging Officer
Unit 811
K5FER

DESCRIPTION

Staging Officer – Is responsible for the assembly of personnel and equipment at the staging area. The Staging Officer (SO) will maintain contact with the on scene Radio Officer and the Emergency Operations Center (EOC) via pre-designated radio frequencies.

Common responsibilities are:

1. Receive briefing on the incident from On-scene Officer, Radio Officer, EOC, or local Official.
2. Activate/establish Staging Area.
3. Identify Staging Area Managers for activated Staging Areas and other Staging Area personnel plus next shift personnel.
4. Assess the need for an additional Staging Area, and then determine the location. Coordinate this with the Radio Officer, EOC, On-Scene Officer or Public Official.
5. Implement pertinent sections of the MOP.
6. Establish check-in procedures including communications per MOP.
7. Organize the Staging Area (s) in the following areas: Operations, Environment, Planning, Security, Medical and Logistics.
8. Develop a traffic plan for the movement of resources into and out of the Staging Area. Post signs for identification and traffic control. Establish and maintain boundaries of the staging area.
9. Accommodate incoming equipment.
10. Layout and set up; check-in area, break area, smoking area, decontamination area, waste accumulation area, security and access.
11. Determine and request logistical support for personnel and /or equipment as needed: Identify staffing and resource needs to operate a Staging Area, such as sanitation facilities, water, feeding, security, etc.
12. Respond to requests for resource assignments.
13. Advise Radio Officer and EOC of changing situation/conditions.
14. Report special occurrences or events, such as, accidents or sickness.
15. Maintain and submit all documentation, records and logs to the Radio Officer after the incident has been terminated.

Ensure that all staging area personnel are accounted for through the use of either the sign-in list or a status board. This will assist in tracking and help if there is a personnel shift change.

It is requested that all Staging Officers notify each other along with the Radio Officer when they will not be available, I.E. vacation, out of town, sickness, etc.

Staging chain of command will be as follows: Radio Officer, Staging Officer, Assistant Staging Officers, reporting RACES personnel.

STAGING AREA

A Staging area is the designated meeting point for resources and is where responding operators report. From there they can be dispatched to assignments as needed. Staging areas are critical any time the actual operation scene needs to be kept clear of unnecessary traffic or where specific security or safety instructions must be given prior to operators reporting to a site.

LOCATION

The Staging Area will be located a safe distance from the scene, it should have easy access, near needed facilities (toilets/water) and provide for area security of both personnel and equipment.

OPERATION

During an Emergency and when instructed to proceed, go to the assigned staging area. Upon arrival you should identify yourself to security personnel as a "RACES Operator" to obtain building/area access. Wear RACES or other emergency communication identification at all times. Check in with the Staging Officer. Wait for further instructions from the Staging Officer, your assignment will be based on your training, equipment, expertise and the needs of On-Scene Command. Examples of some of the Staging assignments are: Net Control, Net Talk-in, Parking Control, Traffic Control, Crowd Control, Personnel Check-in, Escorting and Message Handling.

CONDUCT

While at the staging area you are to conduct yourself in a professional manner. If you must leave the area for any reason, notify the Staging Officer, inform him/her if and when you will return and how you can be contacted. Please maintain radio silence unless otherwise directed or in case of an emergency.

If you are asked to leave the site by the Staging Officer please do so in a quick and orderly fashion. If there is a complaint, discuss it with the Radio Officer at an opportune time.

Sample Forms

ROWLETT, TEXAS RACES STAGING SIGN-IN

DATE: ___/___/___ START TIME: ___:___ END TIME: ___:___ PAGE ___ of ___

STAGING OFFICER: _____

INCIDENT LOCATION: _____

INCIDENT DESCRIPTION: _____

STAGING LOCATION: _____

UNIT ID	CALL SIGN	NAME	TIME		RELEASED or ASSIGNED
			IN	OUT	
					R A
					R A
					R A
					R A
					R A
					R A
					R A
					R A
					R A
					R A
					R A

DATE STAGING LOCATION

UNIT ID	CALL SIGN	NAME	TIME IN	OUT	RELEASED or ASSIGNED
					R A
					R A
					R A
					R A
					R A
					R A
					R A
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					R A

POST EVENT REPORT

DATE: __/__/__

TIME DURATION OF EVENT: _____

INCIDENT DESCRIPTION: _____

INCIDENT LOCATION: _____

STAGING OFFICER(s) AT SCENE: _____

RADIO OFFICER(s): _____

NET CONTROL or EOC: _____

RADIO FREQUENCIES USED: _____

NUMBER OF PERSONNEL REPORTING TO STAGING: _____

NUMBER OF PERSONNEL USED: _____ RELEASED: _____

NUMBER OF RACES MEMBER INJURIES: _____ MINOR: Y/N (describe)

BRIEF DESCRIPTION OF STAGING SITE, CONDITIONS, ISSUES, PROBLEMS and COMMENTS:

Reviewed by: _____