

**STATE OF TEXAS  
DIVISION OF EMERGENCY MANAGEMENT  
TEXAS DEPARTMENT OF PUBLIC SAFETY**





# DIVISION OF EMERGENCY MANAGEMENT

TEXAS DEPARTMENT OF PUBLIC SAFETY

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February 1, 2002

To all Recipients:

Transmitted herewith is the revised State of Texas Radio Amateur Civil Emergency Service (RACES) Plan and SOP. This Plan and SOP supersedes all previous documents. It provides direction and guidance for initiating and conducting a RACES program in support of Emergency Operations for both state and local governments.

These documents have been approved by the State Coordinator of the Governor's Division of Emergency Management and will be revised and updated as required. Changes will be transmitted to all addressees on the distribution list.

Sincerely,

Tom Millwee  
State Coordinator

STM:lbj

## STATE OF TEXAS

### RADIO AMATEUR CIVIL EMERGENCY SERVICE (RACES) PLAN

#### FOREWORD

The State of Texas is susceptible to the effects of both natural and man-made disasters. The Division of Emergency Management, as directed by the Governor, is responsible for coordinating State resources in response to these threats and for advising local governments in their preparations toward meeting these situations. At times, State and/or local government resources are inadequate to effectively respond to such incidents. This can be especially true in the area of communications when normal day-to-day systems are used in support of widespread emergencies or disasters. Because of system outages or overcrowding by emergency traffic, normal communications systems may become unusable or inadequate to meet emergency or disaster needs.

The Federal Communications Commission (FCC) has authorized emergency management organizations to officially organize and employ radio amateurs to supplement state and local government communications systems in emergencies or disaster operations. The FCC advocates the principle that a fundamental basis and purpose of the Amateur Radio Service is to provide voluntary noncommercial emergency communications to the public. Although there are other amateur radio organizations that provide excellent volunteer public communication service, Radio Amateur Civil Emergency Service (RACES) stations are the only Amateur Radio Service stations authorized by the FCC to provide communications during periods of declared emergency when clear frequencies are established by the FCC.

The State of Texas, through the Governor's Division of Emergency Management, endorses the RACES program as an official resource of the State in support of emergency or disaster operations. The State Coordinator of the Division of Emergency Management has appointed a State RACES Radio Officer responsible for organizing and directing the State RACES program and for providing guidance to local governments to establish and operate local RACES programs.

This plan provides direction and guidance for both the State and local governments to initiate and conduct RACES programs in accordance with established authority.

**STATE OF TEXAS  
RADIO AMATEUR CIVIL EMERGENCY (RACES) PLAN**

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1. TEXAS RACES FREQUENCY ASSIGNMENT PLAN
2. STATE RACES MESSAGE FORM
3. STATE RACES DISTRICTS MAP
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5. RACES RADIO NETWORKS FOR STATE AND LOCAL GOVERNMENTS
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8. TRAINING NET SCHEDULE
9. RACES NET AND DPS PHONETIC ALPHABETS
10. DPS TEN SIGNALS LIST





## I. AUTHORITY

This plan is applicable to all RACES operations within Texas and is issued under the authority of, and in accordance with, the documents listed below and supersedes all previous editions:

- A. Federal Communications Commission Rules and Regulations, Part 97
- B. Texas Disaster Act of 1975 (Texas Government Code, Chapter 418)
- C. Executive Order of the Governor
- D. State of Texas Emergency Management Plan

## II. PURPOSE

The primary purpose of this plan is to establish and support a State Radio Amateur Civil Emergency Service (RACES) program to provide official communications supplemental to established State communications systems. Secondly, this plan is to be used as a guide by local governments in the development of local RACES programs.

## III. SITUATION AND ASSUMPTIONS

### A. Situation

The State recognizes the potential of natural and man-made occurrences affecting the lives and property of the citizens of Texas. These occurrences can be in the form of weather, accidents, or aggression by other nations' forces. In any case, the State and local governments' capability to respond to alleviate suffering and hardship is based in large part on the availability of adequate communications.

### B. Assumptions

Emergency or disaster situations, whether natural or man-made, have the potential and the tendency to overload, or in some cases destroy, normal established communications systems. As a backup to these systems, supplemental emergency communications is a necessity.

#### IV. CONCEPT OF OPERATIONS

RACES is a part of the Amateur Radio Service and utilizes this service's radio frequencies in support of official emergency communications. The Federal Communications Commission (FCC) is the regulatory authority for the non-government radio spectrum, that portion of the radio spectrum allocated to civilian use, of which the Amateur Radio Service is a part. The FCC regulates the use of frequencies within the Amateur Radio Service through Part 97 of the FCC Rules and Regulations, which covers both the technological and operational aspects of this service. Part 97 specifically addresses RACES Operations within Sub-part F. All RACES Operations within the State will be conducted in accordance with Sub-part F. In situations not covered by this Sub-part, other Sub-parts of Part 97 will apply.

The FCC defines RACES as a radio service in support of Civil Defense (Emergency Management) organizations during periods of local, regional or national civil emergencies. This definition is the basis for RACES organization and operation within the State. Vernon's Texas Codes Annotated, Chapter 418, Emergency Management, 70th Legislature, 1987, a legislative act defining the emergency management organization within the State, and the State of Texas Emergency Management Plan, identify two distinct but integrated levels of emergency management organizations within Texas; State level government and local level (city or county) government. Thus, combining the FCC's definition of RACES and the organizational structures of emergency management within the State dictate that there be two distinct but integrated levels of RACES organization within Texas; one RACES organization supporting the State Emergency Management Program and, separate but integrated with State RACES, local government RACES programs supporting local emergency management organizations. (attach. I)

State RACES and local government RACES programs shall operate under their respective jurisdictional RACES Plan and SOP, as applicable. The State RACES Plan and SOP shall be written as a non-conflicting supplement to the FCC rules and regulations, Part 97. Local government RACES Plans and SOP's shall be written as non-conflicting supplements to both the FCC rules and regulations and the State RACES Plan and SOP.

State RACES Radio Districts shall correspond to the State Disaster Districts. (See attachment 3) RACES radio networks will be established by both State and local government emergency management organizations to support voice and data communications. (See attachment 5) Interface of the State and local governments' RACES networks will normally be at the State RACES County Liaison Station. However, to enhance the flow of information between the State and local governments, these networks may interface at any other point in the organization at the discretion of the State District Radio Officer or the State RACES Radio Officer. The Texas RACES Frequency Assignment Plan in support of these networks will be stringently followed. (See attachment 4)

## V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### A. General

As defined in Part IV of this plan and prescribed by FCC in its rules and regulations, RACES is an amateur radio service in support of emergency management organizations. Therefore, State and local government RACES functional structures will parallel the existing emergency management organizational structures.

### B. Emergency Management Organization

The Chief executive of each political subdivision within the State of Texas is responsible for the emergency management program within their respective jurisdiction.

At the state level, an Emergency Management Council, composed of designated state agencies and the American Red Cross (See attachment 6) and chaired by the Director of the Texas Department of Public Safety (DPS), has been established by executive order to advise and assist the Governor in the accomplishment of this emergency management responsibility. The Director of the Texas Department of Public Safety has also been designated by the Governor as Director of the Governor's Division of Emergency Management (DEM). DEM is an organization created by the Texas Disaster Act of 1975 to conduct the emergency management functions of planning and coordination of State resources prior to, during, and after a disaster. The Director of DPS has appointed a State Coordinator of Emergency Management to carry out these functions. A Regional Liaison Officer (RLO) in each of the DPS Traffic Law Enforcement Regions is a field representative of the Division of Emergency Management and is the primary liaison between local governments and the State for emergency management functions. The State is divided into twenty-one (21) Disaster Districts corresponding to the Texas Department of Public Safety Highway Patrol Districts and Sub-Districts. Each disaster district has a disaster district committee comprised of state agency field representatives and chaired by the commanding Officer of each Highway Patrol District or Sub-District.

The emergency management organization at the local government level varies by locale, but whatever the organization, the County Judge (in the case of a county) and the City Mayor (in the case of an incorporated city) is responsible for the emergency management program within their respective jurisdictions. Generally, the County Judge or Mayor will appoint an Emergency Management Coordinator, either full or part-time, to manage the local program.

## C. RACES Organization and Assignment of Responsibilities

### 1. State RACES Program

- a. The State Coordinator of the Division of Emergency Management (DEM) appoints the State RACES Radio Officer, approves the State RACES Plan and Standard Operating Procedures, and certifies all State RACES affiliates.
- b. The State RACES Radio Officer (SRO) is responsible to the State Coordinator for providing advice and assistance to the State Coordinator on matters concerning amateur radio communications and the State and local government RACES programs, and maintaining the State EOC Radio Facility.
- c. The Regional Liaison Officer (RLO) is a staff advisory position of the State Division of Emergency Management responsible for recommending individuals to the State RACES Radio Officer (SRO) for the position of District RACES Radio Officer (DRO), and is the point of contact for the DRO to the State RACES Radio Officer and the DPS Division of Emergency Management. The appointment of the DRO is approved by the State Coordinator upon recommendation by the RLO and SRO.
- d. The State Agency Liaison Stations provide emergency communications support for State agencies assigned to the State Emergency Management Council. These stations are responsible to the State agency heads who desire to participate in the State RACES Program. The American Red Cross, although not a State agency, has the same RACES status based on their permanent assignment to the State Emergency Management Council.
- e. The District RACES Radio Officer (DRO) is responsible to the State RACES Radio Officer for conducting State RACES operations in support of the District in accordance with this State RACES plan and SOP. The DRO is also responsible to the Regional Liaison Officer (RLO) for coordinating District RACES activities, including liaison with the Disaster District Committee Chairman; and recommending individuals for the positions of Alternate District RACES Radio Officer, State RACES County Liaison Officer, and alternates.
- f. The State RACES County Liaison Officer is responsible to the District RACES Radio Officer for supporting State emergency operations in their respective counties. They shall also provide liaison between the State RACES and local government RACES programs and radio networks.
- g. Alternates to the RACES Radio Officers' positions will be responsible for assisting the primary officers as required and assuming the primary position's responsibilities in the absence of that officer.
- h. A more detailed list of State RACES officers responsibilities is contained in the state RACES SOP.

2. Local Government RACES Programs (Not a part of State RACES)
  - a. The local government Emergency Management Director (Mayor or County Judge) appoints the local government RACES Radio Officer, approves the local government RACES Plan and SOP, and certifies all local government RACES members.
  - b. The Local Government RACES Radio Officer is responsible to the Director, or a designated representative such as an emergency management coordinator, for providing advice and assistance to the Director on amateur communications and on the State and local government RACES programs; developing and maintaining a local RACES Plan and Standard Operating Procedures using the State RACES Plan, SOP, and FCC Rules and Regulations as guidelines; and conducting the local government RACES program in accordance with established policy and procedures.

## VI. DIRECTION AND CONTROL

### A. State RACES Program

Authority for direction and control of the overall State RACES program has been delegated to the State RACES Radio Officer. Upon activation of the State network, the Net Control Station (NCS) will be the Texas State Emergency Operating Center (EOC), station call sign WC5AAH, or a station delegated to assume the NCS function. Authority for direction and control of State RACES networks activated intra-district is delegated to the District RACES Radio Officer or designated alternate.

### B. Local Government RACES Programs

Authority for direction and control of the local government RACES program may be delegated to the local government RACES Radio Officer. Upon activation of the local government network, the Net Control Station (NCS) is normally the local government EOC station or a station delegated to assume the NCS function. When interfacing with the State RACES network via the State RACES County Liaison Station, local government RACES stations or any other certified emergency communication stations will comply with State Standard Operating Procedures. The County Liaison Station for the State RACES program has no authority over the local RACES program and stations except while interfacing State and Local networks.

## VII. CONTINUITY OF ORGANIZATION

Lines of succession are necessary in all organizations to maintain an orderly and efficient operation in the absence of those individuals in authority. This is no less important in voluntary organizations. Many volunteers have primary occupations and contribute to the organization whenever their primary jobs allow. No volunteer can, nor should, be expected to preempt his primary responsibility on every occasion the individual is called upon to support the volunteer organization. Therefore, since absences are to be expected occasionally, all RACES organizations within the State will have adequate alternates to the primary positions identified in their membership rolls. In the absence of the primary officer, the RACES officer designated by the primary officer as the next alternate officer in line will assume authority. In the State RACES organization, the hierarchy of authority for alternate radio officers will be identified by an ascending alphabetical suffix to that position's unit designator. It is recommended that local government RACES positions utilize a similar procedure.

## VIII. RACES PLAN AND SOP DEVELOPMENT, MAINTENANCE AND IMPLEMENTATION

- A. The State RACES Radio Officer and the local government Radio Officer are responsible for the development, maintenance, annual review and distribution of their program's respective plan and SOP.
- B. Changes to this plan may be recommended in writing to the State RACES Radio Officer.
- C. This plan supersedes and rescinds all previous editions of the State of Texas Radio Amateur Civil Emergency Service Communications Plan and is effective upon signing by the State Coordinator. If any portion of this plan is held invalid by judicial or administrative ruling, such ruling shall not affect the validity of the remaining portions of the plan.
- D. This plan may be reproduced without prior authorization.

IX. TRAINING AND EXERCISES

A. Training

The State shall establish practice nets for District Radio officers, and classroom/home study courses and seminars to enhance the communication techniques and abilities of each operator. In addition, each District Radio Officer shall establish training programs for RACES members within their District, including practice nets.

B. Exercises

The State shall utilize RACES radio officers, including Local Government RACES groups, when exercising emergency preparedness plans whereby normal communications would be unavailable or insufficient. Local Emergency Management Coordinators should likewise plan to utilize their local RACES personnel when exercising their emergency preparedness plans. This will determine the abilities and limitations of the RACES networks, and enable members to develop and practice skills necessary during an actual emergency.

February 1, 2002  
(Date)

\_\_\_\_\_  
(State Coordinator)

# TEXAS RACES FREQUENCY ALLOCATION AND ASSIGNMENTS

- I. All Texas RACES programs will comply with the frequency allocations and assignments within this attachment.
  
- II. Although the Federal Communications Commission (FCC) authorizes RACES all frequency bands and emissions allocated to the Amateur Radio Service under Part 97 of its Rules and Regulations, it then limits RACES operations to a lesser spectrum under Part 97.407 in the event of an emergency which necessitates the invoking of the Presidents' War Emergency Powers. The RACES allocation table under Part 97.407(b) is inclusive of all authorizations for every class of amateur operator. Using as a basis the RACES allocation table and General Class operator privileges, the following allocation table is derived for Texas RACES:

A. **TEXAS STATE RACES FREQUENCY BAND ALLOCATION TABLE**

<b>BAND</b>	<b>FREQUENCIES</b>	<b>NOTES</b>
160 Meters	1.800 - 1.825 MHz	
160 Meters	1.975 - 2.000 MHz	
80 Meters	3.500 - 3.550 MHz	
80 Meters	3.930 - 3.980 MHz	
80 Meters	3.984 - 4.000 MHz	See Note #1
40 Meters	7.079 - 7.125 MHz	
40 Meters	7.245 - 7.255 MHz	
30 Meters	10.100 - 10.150 MHz	
20 Meters	14.047 - 14.053 MHz	
20 Meters	14.220 - 14.230 MHz	
20 Meters	14.331 - 14.350 MHz	
15 Meters	21.047 - 21.053 MHz	
15 Meters	21.228 - 21.267 MHz	
10 Meters	28.550 - 28.750 MHz	
10 Meters	29.237 - 29.273 MHz	
10 Meters	29.450 - 29.650 MHz	
6 Meters	50.350 - 50.750 MHz	
6 Meters	52.000 - 54.000 MHz	See Note #1
2 Meters	144.500 - 145.710 MHz	
2 Meters	146.000 - 148.000 MHz	
1.25 Meters	222.000 - 225.000 MHz	
0.70 Meters	420.000 - 450.000 MHz	
0.23 Meters	1240.000 -1300.000 MHz	

**NOTE #1:** The frequencies 3.997 MHz and 53.30 MHz may be used in emergency areas when required to make initial contact with a military unit and for communications with military stations on matters requiring coordination.

# **TEXAS RACES FREQUENCY ALLOCATION AND ASSIGNMENTS**

## **B. TEXAS STATE RACES FREQUENCY ASSIGNMENTS**

Complying with the Texas RACES Allocation Table and existing Amateur allocation plans, the following frequencies are assigned:

<b>BAND</b>	<b>FREQUENCY</b>	<b>MODES / NOTES</b>
160 Meters	1.822 MHz	LSB
160 Meters	1.997 MHz	LSB
80 Meters	3.547 MHz	CW, RTTY
80 Meters	3.975 MHz	LSB
80 Meters	3.997 MHz	LSB / USB (See Note #1)
40 Meters	7.122 MHz	CW, RTTY
40 Meters	7.248 MHz	LSB
30 Meters	10.147 MHz	CW, RTTY
20 Meters	14.050 MHz	CW, RTTY
20 Meters	14.226 MHz	USB
20 Meters	14.334 MHz	USB
15 Meters	21.050 MHz	CW, RTTY
10 Meters	28.650 MHz	USB
10 Meters	29.240 MHz	USB
6 Meters	53.300 MHz	
6 Meters	53.450 MHz	(See Note #1)
2 Meters	145.010 MHz	PACKET - DX
2 Meters	145.070 MHz	PACKET - LOCAL
2 Meters	146.520 MHz	VOICE - SIMPLEX
1.25 Meters	223.500 MHz	VOICE - SIMPLEX
0.70 Meters	446.000 MHz	VOICE - SIMPLEX
0.23 Meters	1294.500 MHz	VOICE - SIMPLEX

**NOTE #1:** The frequencies 3.997 MHz and 53.30 MHz may be used in emergency areas when required to make initial contact with a military unit and for communications with military stations on matters requiring coordination.

The specific frequencies listed in this table are for scheduled and unscheduled State RACES operations. Upon activating a State RACES Network, the Net Control Station may designate alternate frequencies than those listed to offset interference or poor propagation. When alternate frequencies are used they must be derived from the Texas RACES Frequency Allocation Table in sub-paragraph A.

### **LOCAL GOVERNMENT RACES AND REPEATER FREQUENCIES:**

Local government frequency assignments will be determined at the local level in accordance with the Texas RACES Frequency Allocation Table in sub-paragraph A.

Repeater operations in the 2, 1.25 and .70 Meter bands will comply with established band plans of the Texas VHF FM Society and the American Radio Relay League, with the former band plan having precedence.

# DPS MESSAGE FORM SAMPLE

NUMBER

IDENTIFIER

DATE

ORIGINATED

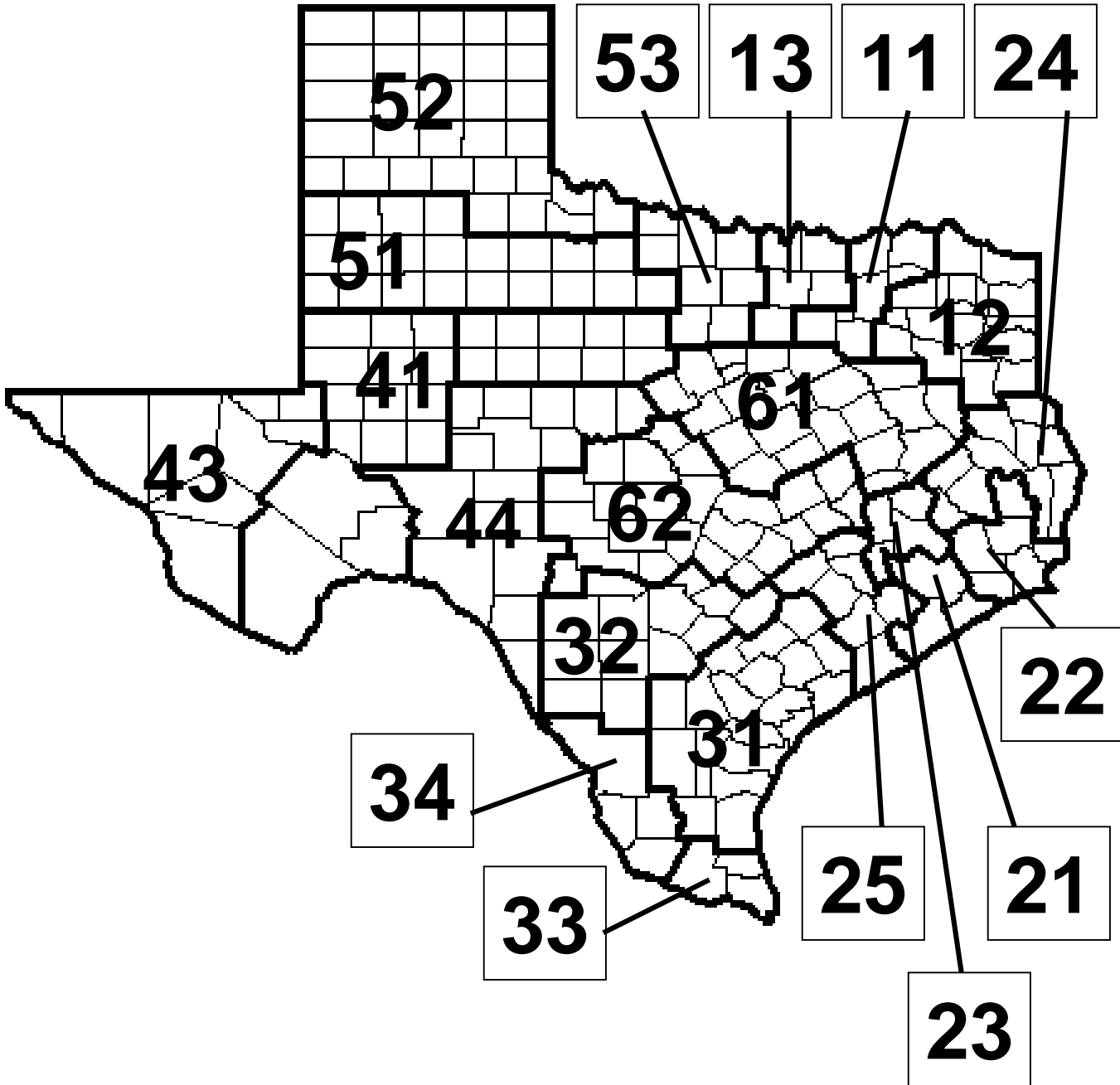


DEPARTMENT OF PUBLIC SAFETY

CO-IR

TO	TIME	DATE	OR

# STATE RACES DISTRICTS



## RACES COUNTY IDENTIFIERS

ANDERSON	61-001	CALHOUN	31-057	DALLAS	11-113
ANDREWS	41-003	CALLAHAN	42-059	DAWSON	41-115
ANGELINA	24-005	CAMERON	33-061	DEAF SMITH	52-117
ARANSAS	31-007	CAMP	12-063	DELTA	11-119
ARCHER	53-009	CARSON	52-065	DENTON	13-121
ARMSTRONG	52-011	CASS	12-067	DE WITT	31-123
ATASCOSA	32-013	CASTRO	52-069	DICKENS	51-125
AUSTIN	25-015	CHAMBERS	22-071	DIMITT	32-127
BAILEY	51-017	CHEROKEE	61-073	DONLEY	52-129
BANDERA	32-019	CHILDRESS	52-075	DUVAL	31-131
BASTROP	62-021	CLAY	53-077	EASTLAND	42-133
BAYLOR	51-023	COCHRAN	51-079	ECTOR	41-135
BEE	31-025	COKE	44-081	EDWARDS	44-137
BELL	61-027	COLEMAN	44-083	ELLIS	61-139
BEXAR	32-029	COLLIN	13-085	EL PASO	43-141
BLANCO	62-031	COLLINGSWORTH	52-087	ERATH	61-143
BORDEN	41-033	COLORADO	25-089	FALLS	61-145
BOSQUE	61-035	COMAL	32-091	FANNIN	11-147
BOWIE	12-037	COMANCHE	61-093	FAYETTE	25-149
BRAZORIA	21-039	CONCHO	44-095	FISHER	42-151
BRAZOS	62-041	COOKE	13-097	FLOYD	51-153
BREWSTER	41-043	CORYELL	61-099	FOARD	52-155
BRISCOE	52-045	COTTLE	52-101	FORT BEND	25-157
BROOKS	31-047	CRANE	41-103	FRANKLIN	12-159
BROWN	44-049	CROCKETT	44-105	FREESTONE	61-161
BURLESON	62-051	CROSBY	51-107	FRIO	32-163
BURNET	62-053	CULBERSON	43-109	GAINES	41-165
CALDWELL	62-055	DALLAM	52-111	GALVESTON	21-167

## RACES COUNTY IDENTIFIERS

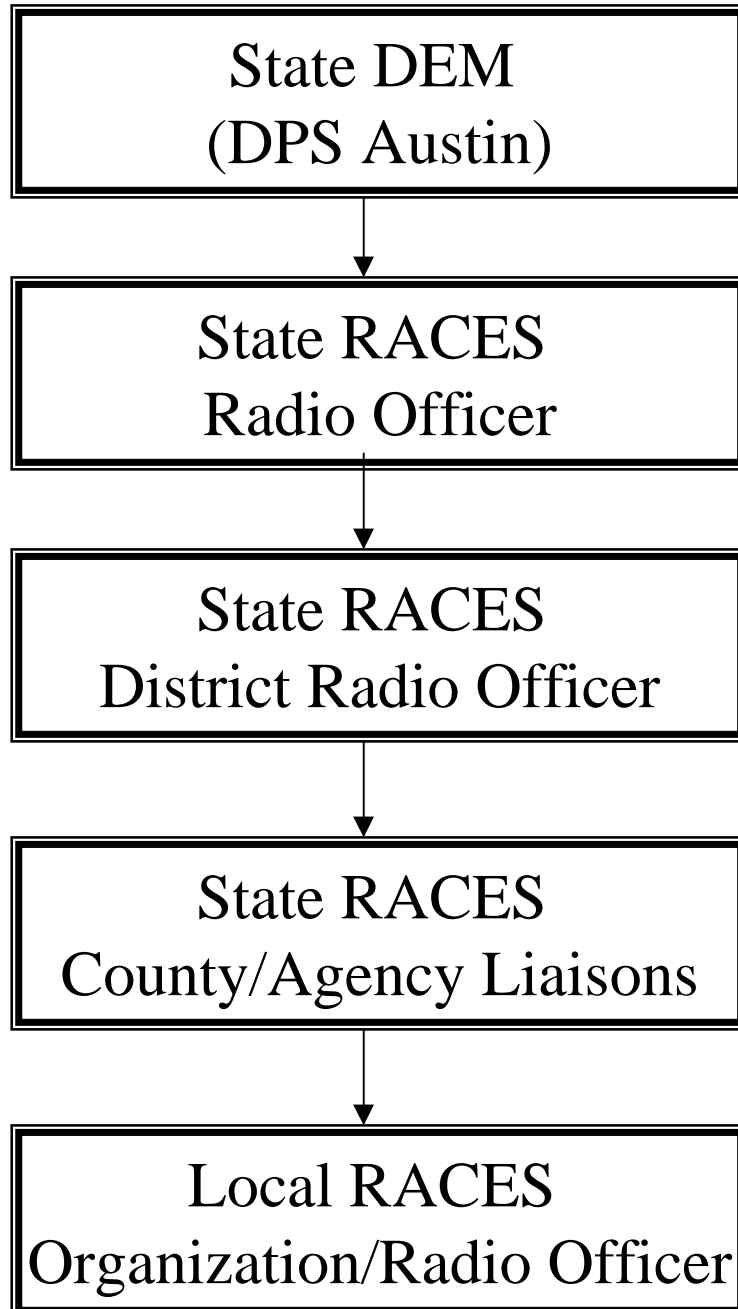
GARZA	51-169	HOUSTON	61-225	LAMPASAS	62-281
GILLESPIE	62-171	HOWARD	41-227	LA SALLE	32-283
GLASSCOCK	41-173	HUDSPETH	43-229	LAVACA	31-285
GOLIAD	31-175	HUNT	11-231	LEE	62-287
GONZALES	32-177	HUTCHINSON	52-233	LEON	61-289
GRAY	52-179	IRION	44-235	LIBERTY	22-291
GRAYSON	13-181	JACK	53-237	LIMESTONE	61-293
GREGG	12-183	JACKSON	31-239	LIPSCOMB	52-295
GRIMES	23-185	JASPER	24-241	LIVE OAK	31-297
GUADALUPE	32-187	JEFF DAVIS	43-243	LLANO	62-299
HALE	51-189	JEFFERSON	22-245	LOVING	43-301
HALL	52-191	JIM HOGG	34-247	LUBBOCK	51-303
HAMILTON	61-193	JIM WELLS	31-249	LYNN	51-305
HANSFORD	52-195	JOHNSON	61-251	MADISON	61-313
HARDEMAN	52-197	JONES	42-253	MARION	12-315
HARDIN	22-199	KARNES	32-255	MARTIN	41-317
HARRIS	21-201	KAUFMAN	11-257	MASON	62-319
HARRISON	12-203	KENDALL	62-259	MATAGORDA	25-321
HARTLEY	52-205	KENEDY	31-261	MAVERICK	44-323
HASKELL	51-207	KENT	51-263	MC CULLOCH	62-307
HAYS	62-209	KERR	62-265	MC LENNAN	61-309
HEMPHILL	52-211	KIMBLE	62-267	MC MULLEN	32-311
HENDERSON	61-213	KING	51-269	MEDINA	32-325
HIDALGO	33-215	KINNEY	44-271	MENARD	62-327
HILL	61-217	KLEBERG	31-273	MIDLAND	41-329
HOCKLEY	51-219	KNOX	51-275	MILAM	62-331
HOOD	61-221	LAMAR	11-277	MILLS	62-333
HOPKINS	12-223	LAMB	51-279	MITCHELL	42-335

## RACES COUNTY IDENTIFIERS

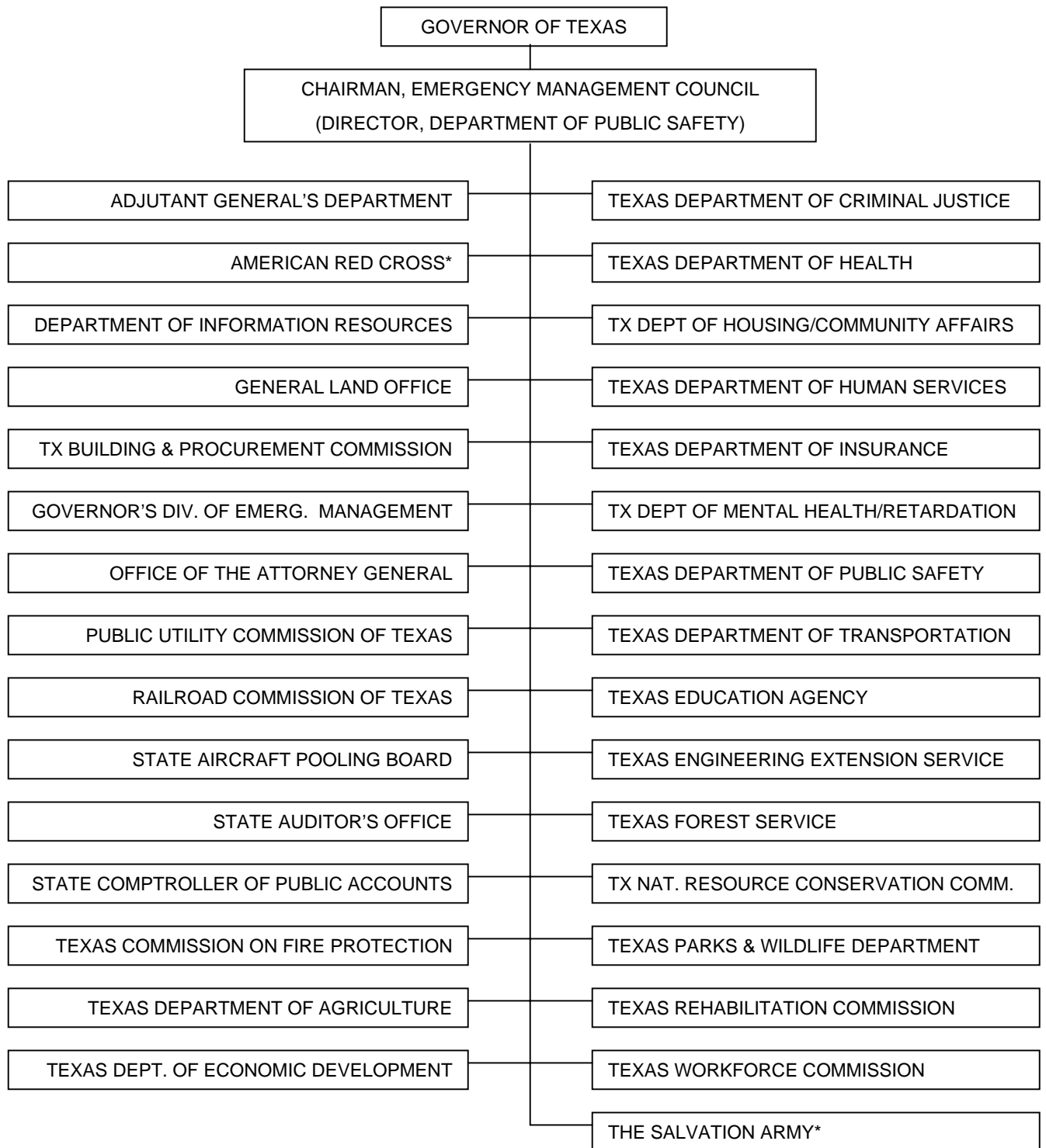
MONTAGUE	53-337	ROBERTSON	62-395	TRAVIS	62-453
MONTGOMERY	23-339	ROCKWALL	11-397	TRINITY	24-455
MOORE	52-341	RUNNELS	44-399	TYLER	22-457
MORRIS	12-343	RUSK	12-401	UPSHUR	12-459
MOTLEY	52-345	SABINE	24-403	UPTON	41-461
NACOGDOCHES	24-347	SAN AUGUSTINE	24-405	UVALDE	32-463
NAVARRO	61-349	SAN JACINTO	24-407	VAL VERDE	44-465
NEWTON	24-351	SAN PATRICIO	31-409	VAN ZANDT	12-467
NOLAN	42-353	SAN SABA	62-411	VICTORIA	31-469
NUECES	31-355	SCHLEICHER	44-413	WALKER	23-471
OCHILTREE	52-357	SCURRY	42-415	WALLER	23-473
OLDHAM	52-359	SHACKELFORD	42-417	WARD	43-475
ORANGE	22-361	SHELBY	24-419	WASHINGTON	25-477
PALO PINTO	53-363	SHERMAN	52-421	WEBB	34-479
PANOLA	12-365	SMITH	12-423	WHARTON	25-481
PARKER	53-367	SOMERVELL	61-425	WHEELER	52-483
PARMER	52-369	STARR	34-427	WICHITA	53-485
PECOS	41-371	STEPHENS	42-429	WILBARGER	52-487
POLK	24-373	STERLING	44-431	WILLACY	33-489
POTTER	52-375	STONEWALL	51-433	WILLIAMSON	62-491
PRESIDIO	43-377	SUTTON	44-435	WILSON	32-493
RAINS	12-379	SWISHER	52-437	WINKLER	43-495
RANDALL	52-381	TARRANT	13-439	WISE	53-497
REAGAN	41-383	TAYLOR	42-441	WOOD	12-499
REAL	62-385	TERRELL	41-443	YOAKUM	51-501
RED RIVER	12-387	TERRY	51-445	YOUNG	51-503
REEVES	43-389	THROCKMORTON	51-447	ZAPATA	34-505
REFUGIO	31-391	TITUS	12-449	ZAVALA	32-507
ROBERTS	52-393	TOM GREEN	44-451		

# STATE RACES

## Radio Network



# EMERGENCY MANAGEMENT COUNCIL



\* NON-STATE AGENCY

DEM-161 (Rev. 10/31/01)

# State Emergency Management Council Agency Designators

<u>Desiq.</u>	<u>Agency</u>
-A	Texas Department of Public Safety
-B	Texas Department of Health
-C	Texas Department of Transportation
-D	Adjutant General's Office
-E	Texas Parks and Wildlife Department
-F	Texas Forest Service
-G	Texas Department of Human Services
-H	Texas Natural Resource Conservation Commission
-I	General Land Office
-J	Texas Engineering Extension Service
-K	State Aircraft Pooling Board
-L	Governor's Division Of Emergency Management
-M	Texas Department of Mental Health & Mental Retardation
-N	Railroad Commission of Texas
-O	Texas Department of Housing & Community Affairs
-P	Texas Department of Agriculture
-Q	Office of the Attorney General
-R	Texas Department of Economic Development
-S	Texas Work Force Commission
-T	Texas Department of Insurance
-U	Department of Information Resources
-V	State Auditor's Office
-W	State Comptroller of Public Accounts
-X	Texas Building and Procurement Commission
-Y	Texas Education Agency
-Z	Public Utility Commission
-RC	American Red Cross
-SA	The Salvation Army
-AH	Texas Animal Health Commission
-FP	Texas Commission on Fire Protection
-CJ	Texas Department of Criminal Justice
-RH	Texas Rehabilitation Commission

# State RACES Training Net Schedule

Activated each 2nd & 4th Sunday at 14:00 Central Time

(Exceptions = Mothers Day, Easter Sunday, 4th Sunday of December, and the Sunday following Thanksgiving, unless announced in advance by State Radio Officer)

Month	Sunday	Primary NCS	Alternate NCS
January	2nd	23	11
	4th	13	42
February	2nd	42	21
	4th	21	43
March	2nd	43	51
	4th	22	33
April	2nd	33	23
	4th	44	24
May	2nd	51	32
	4th	24	31
June	2nd	31	22
	4th	52	21
July	2nd	25	62
	4th	11	34
August	2nd	32	41
	4th	41	12
September	2nd	12	61
	4th	61	53
October	2nd	53	25
	4th	62	52
November	2nd	51	13
	4th	31	22
December	2nd	11	44
	4th	34	41

# PHONETIC ALPHABET

The following International phonetic alphabet should be used during RACES nets whenever it is necessary to identify any letter of the alphabet (the DPS version is also provided as a reference):

## **International:**

A - Alpha  
B - Bravo  
C - Charlie  
D - Delta  
E - Echo  
F - Foxtrot  
G - Golf  
H - Hotel  
I - India  
J - Juliett  
K - Kilo  
L - Lima  
M - Mike  
N - November  
O - Oscar  
P - PaPa  
Q - Quebec  
R - Romeo  
S - Sierra  
T - Tango  
U - Uniform  
W - Whiskey  
X - X-ray  
Y - Yankee  
Z - Zulu

## **DPS:**

A - Adam  
B - Boy  
C - Charles  
D - David  
E - Edward  
F - Frank  
G - George  
H - Henry  
I - Ida  
J - John  
K - King  
L - Lincoln  
M - Mary  
N - Nora  
O - Ocean  
P - Paul  
Q - Queen  
R - Robert  
S - Sam  
T - Tom  
U - Union  
W - William  
X - X-ray  
Y - Young  
Z - Zebra

# TEN SIGNALS

The following list of ten signals ("10 - Code") used by DPS is provided as a reference only, not to be used on RACES nets:

10-1	Signal Weak	10-30	Danger / Caution
10-2	Signal Good	10-31	Pick Up
10-3	Stop Transmitting	10-32	____ Units Needed
10-4	Affirmative (OK)	10-33	Help (Emergency)
10-5	Relay To _____	10-34	Time
10-6	Busy	10-35	Reserved
10-7	Out Of Service	10-36	Reserved
10-8	In Service	10-37	Reserved
10-9	Say Again (Repeat)	10-38	Reserved
10-10	Negative	10-39	Reserved
10-11	____ On Duty	10-40	Subject Detained, Expedite
10-12	Stand By (Stop)	10-41	Beginning Tour Of Duty
10-13	Existing Conditions-Road/Weather	10-42	Ending Tour Of Duty
10-14	Message / Information	10-43	Request Criminal History
10-15	Message Delivered	10-54	Silent / Dark Pursuit
10-16	Reply To Message	10-55	Intoxicated Driver
10-17	En Route (To)	10-66	Wanted (Warrant) Indicated
10-18	Urgent	10-71	Officer Needs Assistance
10-19	(In) Contact	10-72	Check Welfare/Safety Officer
10-20	Location	10-73	Advise Status / OK?
10-21	Call _____ By Phone	10-81	Breathalyzer Assistance
10-22	Disregard	10-86	Officer/Operator On Duty
10-23	Arrived At Scene	10-94	Secure Radio (Sensitive)
10-24	Assignment Completed	10-95	Prisoner/Subject In Custody
10-25	Report To (Meet)	10-96	Mental Subject
10-26	Estimated Time Of Arrival	10-97	Known Offender
10-27	License / Permit Information	10-98	Criminal History Indicated
10-28	Ownership Information	10-99	Wanted / Stolen Indicated
10-29	Records Check (Wanted)		

**STATE OF TEXAS  
DIVISION OF EMERGENCY MANAGEMENT  
TEXAS DEPARTMENT OF PUBLIC SAFETY**

**SOP**



**STATE OF TEXAS  
RADIO AMATEUR CIVIL EMERGENCY (RACES) SOP**

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## **I. APPLICABILITY**

This Standard Operating Procedure (SOP) is applicable to all State RACES operations and to all local government RACES operations interfacing with State RACES.

## **II. AUTHORITY**

This SOP is issued under the authority of, and in accordance with, the below listed documents and supersedes all previous editions:

- A. Federal Communications Commission Rules and Regulations, Part 97.
- B. Texas Disaster Act of 1975, V.T.C.A. Government Code Title 4, Chapter 418.
- C. Executive Order of the Governor.
- D. State of Texas Emergency Management Plan.
- E. State of Texas Radio Amateur Civil Emergency Service (RACES) Plan.

## **III. PURPOSE**

The purpose of this SOP is to establish standard operating procedures within the State RACES program, and between the State and local government RACES programs, when interfaced, to provide efficient and reliable emergency communications. Secondly, this SOP is intended to be used as a guide for local governments in establishing procedures for local RACES programs.

## **IV. ADMINISTRATION**

### **A. State RACES Position Descriptions and Responsibilities**

The positions authorized within the State RACES program are the State Emergency Management Coordinator, State RACES Radio Officer (SRO), Division of Emergency Management Regional Liaison Officer (RLO), District Radio Officer (DRO), County Liaison Radio Officer (CLO), State Agency Liaison Station (SALS), and alternates to these positions.

1. The State Emergency Management Coordinator of the Division of Emergency Management (hereafter referred to as State Coordinator) is responsible to the Chairman of the State Emergency Management Council for:
  - a. Appointing the State RACES Radio Officer
  - b. Approving the State RACES Plan and SOP.
  - c. Certifying all State RACES members.

2. The State RACES Radio Officer (SRO) is an employee of the State of Texas Department of Public Safety, Division of Emergency Management, and is appointed by and responsible to the State Coordinator for:
  - a. Providing advice and assistance to the State Coordinator on matters concerning amateur communications and the State and local government RACES programs.
  - b. Planning and coordinating the activities of the State RACES program.
  - c. Preparing, maintaining, and distributing this SOP and the State RACES Plan.
  - d. Co-certifying all State RACES members.
  - e. Maintaining and distributing a current membership roster.
  - f. Maintaining the State Emergency Operating Center (EOC) facility to insure operability.
  - g. Providing liaison between the Division of Emergency Management and the radio amateur community.
  - h. Assigning individuals to committees.
  - i. Coordinating public information releases concerning the State RACES program activities.
  - j. Accomplishing related duties as assigned or required.
  
3. The Division of Emergency Management Regional Liaison Officer (RLO) is a field representative of the Division of Emergency Management, and is responsible to the State Coordinator for:
  - a. Recommending individuals to the SRO for the position of District Radio Officer.
  - b. Assisting the District Radio Officer in the performance of assigned duties by providing administrative support and liaison between the District Radio Officer and Disaster District Committee Chairman.
  - c. Notifying the District Radio Officer of the need to activate the District RACES Network in response to an emergency or disaster, if the network has not otherwise been activated.
  
4. The appointment of the District Radio Officer (DRO) is approved by the State Coordinator upon recommendation by the RLO and SRO, and is responsible to the SRO for administering the State RACES program and conducting State RACES operations in support of the Disaster District in accordance with this SOP and the State RACES Plan by:
  - a. Initiating liaison with the Disaster District Chairman with the assistance of the RLO.
  - b. Coordinating RACES activities with the Disaster District Committee Chairman and the RLO.
  - c. Submitting fiscal year quarterly reports to the SRO and RLO of RACES activities within the District.

- d. Recruiting and recommending individuals for certification and appointment to primary and alternate positions within the District.
  - e. Training District RACES members in State RACES procedures through formal meetings and training nets.
  - f. Coordinating the use of frequencies within the District for State RACES District Nets to assure non-interference with other District, State, local government RACES nets, and any other amateur radio nets.
  - g. Coordinating emergency communications with other amateur radio emergency organizations within the District to maintain cooperative relations.
  - h. Attending State RACES workshops and disseminating information gathered from the workshops to all District RACES members.
  - i. Maintaining a current roster of all District RACES members and submitting changes to the SRO.
  - j. Participating in the bi-monthly State RACES Net activation.
  - k. Accomplishing other activities as required to conduct efficient RACES operations within the District.
5. The appointment of the County Liaison Officer (CLO) is approved by the State Coordinator upon recommendation by the DRO and is responsible to the DRO for liaison between the State RACES and local government RACES program by:
- a. Supporting State emergency operations in their respective districts.
  - b. Encouraging local governments to support RACES programs.
  - c. Providing advice to local governments on initiating and conducting local RACES programs.
  - d. Participating in local government RACES training and emergency operations when invited by the local government.
  - e. Advising local government RACES officers on State RACES activities (such as District Net activations, exercises, new or amended procedures or materials, etc).
  - f. Acting as an interface between local government and State RACES radio nets.
  - g. Advising the DRO of amateur frequencies that are in use in the county in support of local government RACES or other amateur radio emergency services.
  - h. Providing the DRO and RLO fiscal year quarterly reports of any RACES activities in which the CLO participated.
  - i. Accomplishing other activities as required to conduct efficient RACES operations within the county.
6. State Agency Liaison Stations (SALS) provide emergency communications support to member agencies of the State Emergency Management Council. These individuals are recommended by letter from the agency and certified by the State Coordinator. SALS may be used in support of an agency's headquarters, or field office, and are responsible to the agency they support.

7. Appointments of alternates to State RACES District and County Liaison Radio Officers are approved by the State Coordinator upon recommendation by the DRO, and are responsible to the primary officer for completing tasks assigned. The primary officers listed above must insure that sufficient alternates to their positions are certified and trained to assume the primary position, in order to maintain continuity in the State RACES program and personnel in times of emergency. The number of alternates to a position is at the discretion of the primary officer.

## **B. State RACES Certification**

Individuals will be recruited and will apply for State RACES positions that are vacant, or justifiably needed, as determined by the DRO and SRO (or in the case of SALS, by the agency they support). All RACES personnel are encouraged to participate in other organizations and programs which will further their knowledge and understanding of emergency radio communications. This may include, but is not limited to, membership in the American Radio Relay League (ARRL), Amateur Radio Emergency Service (ARES), Military Affiliate Radio System (MARS), or local amateur radio clubs. Attendance at local, regional, or national ham conventions, and any other activity that would be helpful in furthering the individuals knowledge in emergency communications (and thereby the RACES program) is recommended. It is understood and agreed that acceptance of a State RACES appointment requires that State RACES emergency operations shall take precedence over other amateur activities.

### **1. Eligibility**

Individuals applying for a position in the State RACES program must meet the same minimum requirements as any DPS employee and shall be subjected to a background history check and application approval by the DPS Human Resources Department (which includes the following criteria):

- a. Possess a current and valid, General Class or higher, Amateur Radio License issued by the Federal Communications Commission. The DRO may waive this requirement if necessary to temporarily fill positions.
- b. Never have had an amateur radio license suspended or revoked.
- c. Never have been denied membership in, or have had membership revoked with just cause, in another amateur emergency communications program.
- d. Never have been convicted of a felony.
- e. Be physically and mentally able to perform the duties of the position applied for.
- f. Be a citizen of the United States.

- g. Be a legal resident of Texas and of the jurisdiction the position supports (unless the jurisdiction requirement is waived by the RLO or DRO due to a lack of applicants from a certain jurisdiction):
  - (1) District Radio Offices and alternates must reside in the Disaster District they support.
  - (2) County Liaison Officers and alternates must reside in the county they support.
- h. Be willing and able (from a personal and employment standpoint) to devote sufficient time and effort to perform the duties of the position.
- i. Be willing to cooperate harmoniously with RACES personnel and members of other organizations.
- j. Be willing to act as an example for other amateur operators.

## **2. Application**

Individuals wishing to apply for RACES certification shall complete the following application process:

- a. Secure a copy of the Application form, (Revised 03/99). Applications are available from the DRO, or write or call the State RACES Radio Officer, Texas Department of Public Safety, Division of Emergency management, Mail Stop Code 0224, P.O. Box 4087, Austin, Texas 78773, telephone (512) 424-2208.
- b. Complete the application in full with the exception of the bottom recommendation section. Entries must be legibly written in pen or must be typed.
- c. Attach a copy of your current FCC license.
- d. Forward the application, with the attached license, to the appropriate RACES authority as follows:
  - (1) Applications for the positions of CLO, CLO and DRO alternates, and SALS shall be forwarded to the appropriate DRO for recommendation to the SRO. SALS applicants shall attach an agency letter of recommendation to their application.
  - (2) Applications for the positions of DRO will be forwarded to the appropriate RLO for recommendation.
- e. After the recommendations have been reviewed for completeness and legibility, the application will be forwarded to the SRO.

- f. The SRO will review the application and then forward it to the Personnel Division of the Department of Public Safety. The Personnel Division will confirm that Criminal Records Bureau shows no felony conviction or blatant criminal history on the applicant, and then make recommendation for approval of the application. The SRO will then complete the appropriate certification documents.

### **3. Certification**

The Federal Communications Commission requires that all RACES personnel be certified by the emergency management organization the individual supports. The State Coordinator is the certifying official for the State RACES program. In critical circumstances, authority to temporarily certify individuals is granted to the SRO and/or DRO. Procedures for certification are as follows:

- a. The SRO will forward an applicant's completed Certificate and Identification Card to the State Coordinator. The SRO's signature on these documents will indicate to the State Coordinator that the applicant has been recommended and approved for certification. After the State Coordinator and State RACES Radio Officer have signed the documents, the new applicant's name and personal information will be included in the State RACES personnel roster. The certification documents will be forwarded directly to the applicant.
- b. Certification will be for a two-year period, renewable upon recommendation by the next higher RACES authority, unless revoked due to just cause. Just cause will be, but is not limited to, any of the following:
  - (1) Fraudulent representation on the application.
  - (2) Failure to maintain current personal information.
  - (3) Failure to maintain the standards of the eligibility requirements.
  - (4) Failure to meet minimum participation standards.
- c. The DRO may temporarily certify an individual for a period not to exceed 90 days if the position to be filled is critical to the district's operation. The DRO must be assured that the individual meets all eligibility criteria prior to issuing a temporary I.D. card, and must indicate on the individual's application that such a card was issued. At the time that permanent certification is received, the temporary card shall be mailed to the SRO.

#### **4. Call Sign Assignment**

State RACES members will use their FCC Amateur call sign suffixed by a State RACES unit identifier assigned to the individual upon certification. The suffix identifies the geographic location (or agency, in the case of SALS) and assigned position within the State RACES program. A suffix may be from 2 to 6 or more characters in length.

The suffix identifying positions supporting the Division of Emergency Management (at the State EOC) is 1, followed by alpha characters indicating alternates (the State RACES Radio Officer is "Unit 1" and any alternates would be I-A, I-B, etc).

State RACES District Radio Officers are assigned two-character numeric suffixes conforming to the RACES Disaster District they support, in coordination with the State Disaster District Plan (i.e., the State RACES District 61 Radio Officer supports the State Disaster District 6A and the State RACES District 13 Radio Officer supports the State Disaster District Sub-1A, etc). Alternates to these positions are further identified with alpha characters (the alternates to the State RACES District 61 Radio Officer would be 61-A, 61-B, etc).

State RACES County Liaison Stations will be assigned five-character suffixes. The first two characters identify the RACES District they are located in, while the remaining three characters (National FIPS County Code) identify the county. Alternates to these positions will be identified by affixing an alpha character to the basic suffix (i.e., 61-123-A, B, C, etc).

State RACES Agency Liaison Stations, other than the American Red Cross, will be assigned suffixes beginning with the characters "AL". For Headquarters stations the "AL" will be followed by an alpha character assigned to each agency (for example, the State Agency Liaison Station identifier for the State Health Department Headquarters is AL-B). Alternates will be further identified by affixing a number to the basic suffix (i.e., AL-B1, B2, B3, etc). State Agency field office Liaison Stations, other than the American Red Cross, will use the "AL" designator, followed by the RACES district designator, followed by the agency designator. (For example, the Health Department's field office in RACES District 61 will be identified by the suffix AL-61-B). Alternates will be identified by affixing a number to the basic suffix (i.e., AL-61-B1, B2, B3, etc). American Red Cross field offices will be identified by a suffix beginning with "RC" followed by the appropriate District/County location identifier.

## **5. Participation**

Reliability must be the mainstay of the State RACES program. Reliability can only be shown by an organization or individual's activities. Therefore, in order for an individual to maintain certification in the program, minimum participation is required. An acceptable standard of participation is to be actively involved in at least two State RACES activities each quarter of a fiscal year. Participation may be in the form of, but not limited to, training activities, exercises or meetings. Other activities may constitute participation if the next higher RACES authority approves them.

## **6. Rosters**

A roster of all State RACES personnel will be maintained by the SRO. This roster will represent the official certification list of the State RACES program. A copy of the complete roster will be provided each DRO every fiscal year. Additionally, every quarter the SRO will provide a copy of the district roster to each DRO to notify the DRO of changes to certification within that DRO's district. This will be the DRO's official notification that an individual's certification has been approved, or that an individual has been removed from the program.

## **7. Renewals**

State RACES certification will be valid for a two-year period. DROs will be provided a quarterly roster indicating certification expiration dates. The DRO will indicate the recommended action, either re-certification or deletion, of those individuals whose certification is due to expire. Those members who have not been recommended for re-certification by the DRO will be deleted from State RACES roster upon expiration of their current term. The DRO will advise those members not recommended for renewal that upon the end of their current term they will not be renewed. Individuals recommended for renewal shall complete a new membership application form (Revised 04/99) which must include a copy of their current FCC license. Upon approval, they will receive new identification cards valid for another two-year term. In the case of DRO membership renewal, the RLOs will verify those DROs who have been actively participating to further the State RACES program within their district. Any DRO who has not been recommended by the RLO will be removed from that position. The individual removed from the DRO position will have the opportunity to fill another vacancy for which the individual is qualified. New identification cards for another two-year term will be issued to those DROs verified by the RLO.

## **C. Reports**

In order to manage the State RACES program and to better inform the personnel of activities affecting them, a scheduled reporting system is necessary. The following reports shall be submitted quarterly during the fiscal year:

### **1. County Liaison Officer Report**

The CLO shall prepare and submit to the appropriate DRO, a quarterly activity report of RACES events or activities occurring in the county in the past quarter. The report may be submitted over the District radio network. The report is due to the DRO by the fifth day of the new quarter. The report must contain, but is not limited to, the following information:

- a. Period covered.
- b. County in which activities occurred.
- c. Name and telephone number of individual submitting the report.
- d. Significant activities to include local RACES meetings or nets, assistance provided local RACES programs, coordination with local government officials, training conducted among the State RACES members within the county, participation in the district nets for training, exercises, or actual emergencies, and any coordination conducted with other amateur radio emergency services groups.
- e. Status of State RACES certification within the county.
- f. Problem areas that may require assistance from a higher level RACES authority.

### **2. District Radio Officer Report**

The DRO will prepare and submit in a letter to the RLO, SRO and PIO, a quarterly activity report of RACES events or activities occurring in the district. This report is due to the RLO and SRO by the fifteenth day of the new quarter.

The report will be a consolidation of the CLO reports in addition to the DRO input. As a minimum the report shall contain, but is not limited to, the following information:

- a. Period covered.
- b. District in which activities occurred.
- c. Name and telephone number of individual submitting the report.
- d. Significant activities within the district to include, in addition to the CLO input, coordination conducted with the RLO, coordination conducted with the Disaster District Chairman, the operational status of the District EOC RACES radio facility, activities conducted on the District and/or State net to include training, exercises, or emergency communications.
- e. Status of certification within the district.
- f. Problem areas that may require assistance from a higher level RACES authority.

### **3. State RACES Report**

The SRO will prepare and submit to the State Coordinator, FEMA Region VI, RLOs, and DROs, a quarterly activity report summarizing all significant activities within the State as reported by the DROs. In addition, the report will project significant events for the next two quarters. This report will be due by the 45th day of the new quarter. The DROs will ensure full dissemination to all district personnel utilizing their District networks.

### **4. State Net Control Station Report**

An NCS report will be compiled and submitted to the RLO and the SRO by the State RACES individual conducting Net Control functions during any State Net activation. This report will comprise as a minimum, the call signs and physical location of the individuals participating in the net, the date and times the net was activated, and the reason for activation. The NCS report will be submitted no later than five days after net deactivation.

### **5. Emergency Net Activation Message**

A net activation message shall be sent **IMMEDIATELY** to the RLO at the appropriate DPS regional office, and the State RACES Radio Officer, whenever a State RACES net is activated during an emergency. The message will advise the time the net was opened, the operating frequency, and the nature of the disaster or emergency.

#### **D. Committees**

No standing committees will be used in the State RACES program. Major projects or subjects that significantly affect the State RACES program will be reviewed by, and recommendations made through, an ad hoc committee. Ad hoc committees will be formed by the SRO designating specific individuals having specialized knowledge of the subject concerned. Once the review of the subject is complete and a recommendation is made by the committee, and accepted as complete, the ad hoc committee will automatically be disbanded. One individual of the committee will be designated as chairperson and will be responsible for the committee's actions. Recommendations made by the committee will be in writing and submitted to the State RACES Radio Officer. Final approval of all committee recommendations rests with the SRO.

#### **E. Public Information**

Publicity of the valuable contributions the RACES program provides should be made available to the public in order to further the program through public awareness. Each member may participate in acceptable forms of publicity (such as addressing local radio clubs, or governmental bodies). Formal local media news releases are acceptable, but should be created carefully to ensure that provided information will contribute to the enhancement of the program. Broad area publicity through the local media must be developed with the assistance of the District Radio Officer in consultation with the Regional Liaison Officer. For publicity or information that would be beneficial to the program by distribution throughout the State, the individual should provide a draft of the article to the State RACES Public Information Officer. This officer's name and address may be obtained through the State RACES Radio Office or the individual's respective District Radio Officer.

#### **F. Record Maintenance**

Record maintenance is the responsibility of each State RACES member to provide a historical record and an audit trail of events within the program. As a minimum requirement for record maintenance, each member shall maintain a copy of records showing participation in the program, including station logs and copies of message traffic sent and received, for at least one year.

#### **G. Plan and SOP Distribution and Maintenance**

##### **1. Distribution**

The State RACES Plan and Standard Operating Procedure (SOP) will be distributed to each member of the State RACES program. Copies of these documents will be provided to jurisdictions or agencies upon request. Updates will be provided as needed.

## **2. Maintenance**

Overall maintenance of the Plan and SOP is the responsibility of the State RACES Radio Officer. Recommendation for change of these documents may be made, with adequate justification, by individual members. All recommendations for change must be made in writing to the State RACES Radio Officer. Depending upon the impact that a recommended change will have on the program, the recommendation will either be incorporated by the SRO, or submitted to an ad hoc committee for review and recommendation. The final decision to accept or deny the recommendation rests with the SRO.

## **V. OPERATIONS**

These operating practices were compiled by Radio Amateurs from practices in general use; recommendations of the American Radio Relay League (ARRL); and, State RACES Adhoc committee recommendations. They were written to provide a uniform procedure for use in the Radio Amateur Civil Emergency Service as required by the Texas State RACES Plan. With the proficiency gained by practice of good procedures, a traffic net becomes more efficient in the rate at which messages can be accurately transmitted and received. Since the handling of authorized Emergency Management communications is the primary function of RACES, efficiency in this regard is the single goal toward which all rules and practices are directed. When called upon to operate in a RACES net, the Radio Amateur is acting to back up emergency management communications statewide; therefore, message forms and procedures must be compatible with existing primary communications for maximum efficiency in the interchange of messages. Local RACES SOPs should be in alignment with the State RACES SOP to enhance standardization of procedures in message handling when local and State RACES are interfaced.

### **A. Modes of Operations**

The modes of operation used in RACES networks will be either voice or data, including, but not limited to, CW, RTTY, AMTOR or packet. The particular mode selected is dependent upon several variables such as signal propagation, the amount of traffic that needs to be transmitted, and the local availability of equipment compatible with the mode chosen. All three variables must be considered when deciding what mode of communications is required. Voice mode would not be ideal, and therefore not desirable, for high traffic volume except when signal propagation prohibits the use of data communications, or when compatible equipment is not available at both the originating and receiving end of the radio path. In general, RACES will be employed during emergency situations where the primary communications network has exceeded its capacity or is non-operational. State RACES must be prepared to deliver large volumes of traffic on a timely basis when conditions warrant the use of alternate means of communications.

With these considerations in mind, generally, voice and data modes should be used in the following situations.

Voice: In low traffic volume situations  
For coordination of data networks  
In high traffic volume situation when propagation warrants or data equipment compatibility does not exist.

Data: RTTY, AMTOR, Packet: In high traffic situations

CW: In situations when propagation prohibits the use of other modes of communications.

## **B. Radio Frequency Bands of Operation**

All radio frequency bands allocated to RACES in the State RACES Plan should be considered as a resource to be exploited in fulfilling the requirements of the Radio Amateur Civil Emergency Service. As in mode selection, band selection is based on variables. The primary consideration will be path length. In general, for State RACES operation the following band selection techniques will be utilized:

1. HF bands (skywave) normally will be used to provide radio coverage beyond line of sight paths for district or state-wide operations.
2. Bands above HF will normally be used for line of sight operations in the local area (such as within city or county), and for linked repeater or packet use state-wide.

## **C. Networks (Nets)**

As described in Attachment III of the State RACES Plan, there are three levels of networks (or nets) within Texas RACES (the State Net, District Net, and Local Government Net).

### **1. State Net**

This is a state-wide State EOC to Disaster District EOC/State Agency voice and data network. Stations on this net may include the State EOC, one or more of the Disaster District EOCs, and at times, one or more State Agency Liaison Stations. State RACES County Liaison Stations, local government RACES stations, or other amateur emergency stations certified by the local government emergency management organization, will be allowed access to this net to enhance communications at the discretion of the NCS or the State RACES Radio Officer. For testing and training purposes, the State Voice Net will be activated twice each month on the second and fourth Sunday at 1400 CDT/DST on the primary frequency of 7248 kHz Lower Side Band, the secondary frequency of 14347 kHz Upper Side Band, or the tertiary frequency of 3975 kHz Lower Side Band.

After testing on voice on the above frequencies, the net may be transferred to a

data mode on the primary frequency of 7080 kHz Lower Side Band, the secondary frequency of 10125 kHz Upper Side Band or the tertiary frequency of 3580 kHz Lower Side Band. The type of data transmission will be designated by the NCS. These frequencies are for initial contact and may be varied by the NCS as conditions warrant. These frequencies will also be utilized during emergency activations of the State net.

## **2. District Nets**

These are intra-district voice and data networks between the Disaster District EOCs and their associated State RACES County Liaison Stations. Local government RACES stations or other amateur emergency stations certified by the local government emergency management organization will be allowed access to these networks at the discretion of the NCS or State RACES District Radio Officers. The DRO will designate net activations, frequencies, and mode of operation for testing and training purposes.

## **3. Local Government Nets**

These are local government RACES networks for voice and data communications between the City or County EOC and their associated RACES operators. The State RACES County Liaison Station supporting the geographical area of the county may also participate in these networks, by invitation, to provide interface between the Disaster District and/or State EOC and the local government. State RACES County Liaison Stations should encourage and participate in regular local RACES nets for the purposes of testing and training. Times and frequencies for these local nets should be designated by the local jurisdiction's RACES Radio Officer.

# **D. Net Control Station (NCS)**

## **1. Designation of the NCS**

The NCS of a RACES net is normally the highest authority station operating. During net activation for testing or training, the NCS will be well defined by prior scheduling by the State RACES Radio Officer. Upon activation during an emergency, the NCS will be the first station on the air. This station will remain the NCS until relieved of the responsibility by higher authority.

## **2. Responsibility of the NCS**

The NCS is responsible for successful RACES net operation to provide accurate, reliable, and expedient communications in support of emergency response. The single most important ingredient is net discipline. The phrase "net discipline" is synonymous with professionalism. Every successful organization exhibits discipline or professionalism in its accomplishments. The NCS operator must demand professionalism or discipline from the stations operating in the network. This does not mean the NCS should argue a point of controversy with another station on the air. The NCS should direct the network without argument, and stations not willing to follow those directions will be counseled at a later time and, if necessary, expelled from the RACES program.

The practice of checking into and out of the net, following instructions, transmitting only to the minimum degree necessary (restricting idle chatter), and requesting permission to transmit traffic are procedures that the NCS must enforce and operators must practice.

In addition to net discipline, the NCS is responsible for documenting the operation of the net. Maintenance of a radio log and message log is essential. An NCS report shall be prepared from this documentation and forwarded to the State RACES Radio Officer within five days of net deactivation.

## **3. Authority of the NCS**

The NCS of a State RACES net has the authority of the State RACES Plan, this SOP, and the State Emergency Management Coordinator for the purposes of controlling and directing on-the-air activities only.

## **E. FCC Rules and Regulations Concerning RACES**

FCC Rules and Regulations, Part 97, section 97.407, defines the Radio Amateur Civil Emergency Service as follows:

(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 an 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 with the amateur service. In the event of an emergency which necessitates the invoking of the President's War Emergency Powers under the provisions of Section 706 of the Communications Act of 1934, as amended, 47 U.S.C. 606, RACES stations and amateur stations participating in RACES may only transmit on the following frequencies:

(1) The 1800-1825 kHz, 1975-2000 kHz, 3.50-3.55 MHz, 3.93-3.98 MHz, 3.984-4.000 MHz, 7.079-7.125 MHz, 7.245-7.255 MHz, 10.10-10.15 MHz, 14.047-14.053 MHz, 14.22-14.23 MHz, 14.331-14.350 MHz, 21.047-21.053 MHz, 21.228-21.267 MHz, 28.55-28.75 MHz, 29.237-29.273 MHz, 29.45-29.65 MHz, 50.35-50.75 MHz, 52-54 MHz, 144.50-145.71 MHz, 146-148 MHz, 2390-2450 MHz segments;

(2) The 1.25 m, 70 cm and 23 cm bands; and

(3) The channels at 3.997 MHz and 53.30 MHz may be used in emergency areas when required to make initial contact with a military unit and for communications with military stations on matters requiring coordination.

(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 other 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 or 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 tests and drills may not exceed a total time of 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.

## **F. Permissible Communications, Limitations and Restrictions**

All communications in the Radio Amateur Civil Emergency Service must conform to FCC rules and regulations, Part 97, for the amateur radio service. RACES amateur radio stations shall be limited by the following restrictions on permissible types of communication:

1. Brief one-way transmissions for the testing and adjustment of equipment is permitted.
2. No station in the Radio Amateur Civil Emergency Service shall be used to transmit or receive messages for hire, nor for communications for material compensation, direct or indirect, paid or promised.
3. All messages which are transmitted in connection with drills or tests shall be clearly identified as such by the use of the words "drill" or "test", as appropriate, in the body of the messages.
4. No obscene, indecent, or profane word, or phrase or innuendoes shall be used.
5. No codes or ciphers will be used.

## **G. Message Format**

Any message originating in the State Radio Amateur Civil Emergency Service for transmission through the RACES network will be submitted on a DPS message form (DPS form number CO-1R) or follow the same format. Message forms may be locally reproduced but must be without change. This is to ensure compatibility of RACES messages with the Texas Department of Public Safety, the primary State agency responsible for emergency communications. The message form has four (4) items in the preamble. Across the message form top, from left to right, they are:

1. Number. This is the space for the entry of a message number assigned by the originating station.
2. Identifier. DPS uses this space for a digital code for the addressee. Every law enforcement agency has a code assigned to it. This space will be left blank by RACES operators. The name and address of the addressee will be placed on the message form immediately under the message number space. If the message finds its way into the DPS communications system, they will assign it an identifier code for computer switching of their teletype system.
3. Date/Time Group. In this space, enter the date and local 24-hour time the message is filed with the originating station.

4. Originated. Enter the call sign of the originating station, followed by a slant bar, followed by an identifier for the originating emergency management office. Example: K5UOR/Waco DPS (K5UOR being the call under which the RACES station is operating at the Waco DPS office).

The message text will include as the last line the name of the emergency management authority originating the message, the authority's title, and the authority's location. For messages originating at local governments, the authority will be the city mayor, county judge, or their appointed representatives (such as an emergency management coordinator). For messages originating at the Disaster District EOC, the authority will be the Disaster District Chairman or the Division of Emergency Management Regional Liaison Officer.

#### **H. Message Handling**

A message "handled" on RACES nets means a message was transmitted and the receiving station acknowledged its receipt. The final delivery of a message to its destination is often accomplished by a second means of communications. If, for any reason, delivery cannot be made, then a "service message" is sent to the originating station to inform them.

Emergency Management messages handled through RACES nets will be arranged in proper format by the operator. It is the function of the RACES operator to transmit the message text exactly as given to him by the authorized emergency management personnel.

Formal emergency management messages must be in written form and approved by an authorized official of an emergency management organization. Strict adherence to this procedure will produce greater accuracy of transmission, enable the transmission of "repeats" when the receiving station so requests, and will place the responsibility of the message authorization and context upon the originating official of the message, instead of the station operator.

There is a tendency in mobile and hand-held operation to request transmission of a message given verbally to the operator. It is the responsibility of the RACES Radio Officer to explain to the emergency management official that this practice is undesirable and RACES regulations require that all messages be in written form. It is permissible, when deemed practical by the RACES operator, for the operator or his assistant to do the actual writing of the message. However, the signature and title of the originating authority must be obtained on the form prior to transmission of the message.

## I. Service Messages

When a message is received that requires an acknowledgement, the same message number will be used on the service message, prefixed with the letters "SVC". A service message may also be used to ask questions of the originating operator or RACES station concerning the address or other items necessary to assist delivery of the original message. Service messages are "operator-to-operator" messages. They are not for delivery to the originator or addressee.

## VI. VOICE OPERATING 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. "Q" signals shall not be used on voice nets. 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.

### A. Opening a Voice Net

1. The NCS will open a voice net with the following transmission:

"This is (call sign), unit (RACES unit number), Texas State Net Control Station in the Radio Amateur Civil Emergency Service, operating on (frequency). This is a directed net, alerted for the purpose of (a training exercise / emergency). Those not directly concerned with this RACES (exercise / emergency) are requested to keep this frequency clear. Stations checking into this net should identify their station, location of operations, and advise the NCS of traffic."

2. Stations checking into RACES nets should, upon initial transmission, identify their station, location of operations, and advise the NCS of traffic.

Example: "This is K5XYZ, unit 62-453, operating from the Travis County EOC, no traffic, over".

If the station checking into the net has traffic, the station shall list the traffic by advising the NCS of the number of messages for each station.

Example: "This is K5XYZ, Unit 62-453, operating from the Travis County EOC, 3 messages for your station, over."

## B. Initiating and Ending Transmissions

### 1. Initial Transmission

The initial transmission shall consist of the full call sign of the calling station and the RACES unit designator.

### 2. Abbreviated Call

The abbreviated transmission shall consist of the RACES unit designator. This shall be used when there is no confusion as to the station being called. For example, when calling the NCS for permission to transmit to another station, an abbreviated call may be used. There should be no confusion as to who was called since the NCS is the only station with the authority to give permission to transmit. The abbreviated call may also be used after initiating contact with a station using a full call.

### 3. State RACES Unit designator

Once the NCS has opened the Net and has acknowledged stations participating, these stations may use only State RACES unit designator to communicate. The exception to this procedure is (1) when confusion may result due to net conditions, and (2) when clearing the net. In these situations the full call along with the unit designator will be used. The NCS will be the final authority for determining when net conditions are satisfactory for this procedure to be used.

### 4. Transmission Endings

All transmissions will end with the appropriate procedural word to clarify that all messages have ended. A response to the transmission is either expected or is not expected.

#### a. Over

This procedural word indicates that a transmission has ended and that a response is expected.

Example: "K5AAA, this is W5CCC, Over".

b. Out

This procedural word indicates that a transmission has ended and that no response is required or expected.

Example: "K5AAA this is W5CCC, Out".

**C. Requesting Permission to Transmit**

All RACES voice communications will be conducted in a directed net. All transmissions of stations operating in the net will be controlled by the NCS to assure efficient utilization of the time available. A station desiring to transmit information on the net will contact the NCS stating his reason for the request.

Example: "K5XYZ this is K5AAA, traffic for your station, Over"

K5XYZ will either give his permission to proceed at that time or advise K5AAA to wait.

Example: "This is K5XYZ, wait".

**D. Breaking Transmissions**

Normally breaking transmission of another station is not authorized. Stations shall normally wait until an ongoing message is completed before requesting permission of the NCS to transmit, unless in a life threatening situation.

**E. Voice Message Transmission**

When permission has been received from NCS to pass traffic, the receiving station is called and he advises to "send your traffic."



If the receiving operator is not sure he has received the message accurately, he will transmit a request for a "fill" from the originating station. The sending operator will proceed to furnish "fills" until he gets a "Roger, message number four."

After the sending operator receives a "Roger" to his message, he will, if he has more traffic for that station, say "More to follow" and wait for the receiving station to tell him to "send traffic." After receiving a "Roger" to the final message to that station, the sending operator will advise NCS: "This is K5XXX traffic completed, Out"

## **VII. EMERGENCY OPERATIONS**

### **A. Emergency Net Activation**

Activation of the RACES radio nets during an emergency shall normally be done by the State RACES Radio Officer (SRO), however, the Net Control Station shall be the highest ranking station on the Net at the time of activation, unless relieved by a higher authority. Any RACES member may activate the net in time of emergency.

### **B. Clear Frequency Request**

Upon notification of a declaration of emergency by the local jurisdiction or the State, RACES members may make a request for clear frequency use. The request must be made through the State Division of Emergency Management (DEM) by contacting the District Radio Officer (DRO) who shall notify the District Regional Liaison Officer (RLO). The State Division of Emergency Management will make the clear frequency request to the Federal Communications Commission (FCC). This request MUST be made by the State DEM, DO NOT call the FCC directly. Requests must include a list of frequencies desired, an estimate of the amount of time needed, and reason needed (loss of normal communications, etc.). FCC monitoring stations will be notified of the declaration, and will monitor the frequencies for violators. The FCC will contact violators and take enforcement action if necessary.

### **C. Emergency Public Information**

The State Division of Emergency Management and most local Emergency Management staffs include a Public Information Officer (PIO) who is tasked with the responsibility of maintaining information during emergencies and disbursing this information to the media and general public. When information is requested by the media or general public, RACES operators shall NOT provide the information. Instead, the person requesting the information shall be referred to the PIO.

## VIII. GLOSSARY

The following definitions are provided either as a direct quote and indicated as such by quotations followed by a reference; as a direct quote followed by an official State RACES interpretation; or, as a definition derived from experience and practices from within the RACES program.

### 1. **Directed Net**

A radio net comprised of two or more stations under the direction and control of a designated Net Control Station. Participation in the net and all transmissions will be at the approval of the NCS. All State RACES communications will be conducted as directed nets.

### 2. **Emergency Management Authority**

Emergency Management Authority is derived from the Texas Disaster Act of 1975 and assigned to the chief elected official of each political jurisdiction within the State. In most cases this authority is delegated to an Emergency Management Coordinator.

### 3. **Emergency Management Communications**

Those communications essential to conducting official operations in response to an actual or impending emergency or for testing and training purposes to ensure efficient RACES communications.

### 4. **Net or Network**

A Net or Network is two or more stations operating on a particular frequency under the direction of a Net Control Station (NCS).

### 5. **Net Control Station (NCS)**

A Net Control Station is the station designated to direct and control the operation of all stations in a Net. Authority of the RACES NCS is derived from the Emergency Management Director and extends only to the operation of the Net on the air.

### 6. **Radio Amateur Civil Emergency Service, RACES**

"A radio communication service conducted by volunteer licensed amateur radio operators, for providing emergency radio communications to local, regional or State, civil defense organizations." (FCC Rules & Regulations Part 97)

**7. RACES Radio Officer**

An amateur radio operator certified by an Emergency Management authority and responsible for all RACES radio communications in the individual's area of responsibility.

**8. RACES Station**

"An amateur radio station licensed to a civil defense organization, at a specific land location, for the purpose of providing the facilities for amateur radio operators to conduct amateur radio communications in the Radio Amateur Civil Emergency Service." (FCC Rules & Regulations Part 97). In the State RACES program there are two types of RACES stations, those licensed specifically by the FCC as RACES stations and those amateur stations licensed by the FCC and then certified by the State Division of Emergency Management as RACES stations. For the purposes of the State RACES Program, both types of stations are RACES stations.

February 1, 2002  
(Date)

\_\_\_\_\_  
(State Coordinator)