



Emergency Operations Center Procedures Manual

Volume:	II	STANDARD OPERATING PROCEDURE
Subject:		Radio Amateur Civil Emergency Service
Date:		Carlos Castillo, Director
Review:		January 23, 2006

1.01 PURPOSE:

This plan is intended to provide coordinated operation between the Miami Dade County government officials and the RACES access to the Communication Room for training and no emergency events.

1.02 GENERAL:

- I. This provides information on the requirements and procedures for establishing a RACES organization. Operator privileges in RACES are dependent upon the class of license held by the amateur.
 - A. Establishing a RACES Organization. The following procedures are to be followed for establishing a RACES organization.
 - B. Establish a RACES organization, the Emergency Management Director, Miami Dade County Government should first appoint, in writing, a reliable amateur to serve as the RACES Officer. This individual serves as a liaison between the RACES organization and the Director's office and assists in the development of the RACES organization, recruits members, and keeps the Director, EOC, informed of all RACES activities, progress, and needs
 1. The RACES Officer is a General Class Amateur, or higher, thoroughly knowledgeable of FCC Rules and Regulations and familiar with the functions of the Amateur Radio Relay League (ARRL) and the Amateur Radio Emergency Services of the ARRL. Individuals with strong organizational abilities, good verbal and written communications skills, and experience in emergency center operations are ideal candidates.
 2. RACES Eligibility. Any United States citizen, who possesses a valid FCC Amateur Radio Operator License, technician class or higher, is eligible to become a member of RACES,



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C. Recruitment and Retention

1. Each prospective member completes a RACES Operator Application and returns it to the RACES Officer. The RACES Officer designs the application to meet local requirements. The application must not contain information that is protected under the Privacy Act. The RACES Officer recommends acceptance or no acceptance to the Emergency Management Director. Once approval is granted, the Director prepares a letter designating the applicant as a certified RACES member. A photograph identification card for each RACES member is highly recommended.

2. In order to serve effectively as a volunteer member of the emergency staff, access to otherwise restrict areas, such as the EOC or the jurisdiction's communications center, may be associated with RACES participation and assignments. To the extent that similar requirements exist for other members of the emergency staff with access to restricted areas, a limited background check for RACES applicants is also recommended. This should be performed in accordance with the jurisdiction's regulations and procedures.

3. RACES members are responsible for:
 - a) Participating in the training sessions;
 - b) Briefing the RACES Officer of any changes in equipment or amateur status that may affect operation in the RACES program;
 - c) Developing a strong background in emergency procedures, FCC Rules and Regulations, and network procedures;
 - d) Being available when emergency communications are required by the appointing Director;
 - e) Helping strengthen the organization by offering suggestions and positive feedback to correct deficiencies;

Volume:	II	STANDARD OPERATING PROCEDURE
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- f) Complying with volunteer standards established by the jurisdiction; and,
- g) Notifying the RACES Officer, in writing, when terminating membership.
- h) Membership participation should be evaluated every 2 years. If a member's participation is lacking, membership terminates; if deemed adequate, membership continues for another 2 years

D. Communications Assignments

- 1. Shelters
 - a) Schools use by Red Cross
 - b) Schools use by Health department and Emergency Management. As Special Needs Support Centers.
- 2. Divisional EOC witch there is seven.
- 3. Disaster Information and Resource Center (DIRC)
- 4. Staging for Amateur radio communicator coming for out side of the county
- 5. Emergency Operation Center
- 6. County department as needed

1.03 PROCEDURE:



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- A.** Establish a RACES organization, the Emergency Management Director, Miami Dade County Government should first appoint, in writing, a reliable amateur to serve as the RACES Officer. This individual serves as a liaison between the RACES organization and the Director's office and assists in the development of the RACES organization, recruits members, and keeps the Director, EOC, informed of all RACES activities, progress, and needs. To aide this References for the RACES officer should come from the Amateur Radio relay League Emergency coordinator for Miami Dade County.

- B.** The RACES Officer is a General Class Amateur, or higher, thoroughly knowledgeable of FCC Rules and Regulations and familiar with the functions of the Amateur Radio Relay League (ARRL) and the Amateur Radio Emergency Services of the ARRL. Individuals with strong organizational abilities, good verbal and written communications skills, and experience in emergency center operations are ideal candidates.

- C.** Be coming a RACES Communication. United States citizen, who possesses a valid FCC Amateur Radio Operator License, technician class or higher, is eligible to become a member of RACES, The Amateur Radio Personal References, Have own Amateur radio equipment, Willing to work an emergency.

- D.** Each prospective member completes a RACES Operator Application and returns it to the RACES Officer. The RACES Officer designs the application to meet local requirements. The application must not contain information that is protected under the Privacy Act. The RACES Officer recommends acceptance or no acceptance to the Emergency Management Director. Once approval is granted, the Director prepares a letter designating the applicant as a certified RACES member. A photograph identification card for each RACES member.

Volume:	II	STANDARD OPERATING PROCEDURE
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E. In order to serve effectively as a volunteer member of the emergency staff, access to otherwise restrict areas, such as the EOC or the jurisdiction's communications center, may be associated with RACES participation and assignments. To the extent that similar requirements exist for other members of the emergency staff with access to restricted areas, a limited background check for RACES applicants is also recommended. This should be performed in accordance with the jurisdiction's regulations and procedures.

F. RACES RESPONSIBLETS

- a)** Participating in the training sessions. When communication drill are call simulated storms or shelters what to communicate for.
- b)** Briefing the RACES Officer of any changes in equipment or amateur status that may affect operation in the RACES program. When at an assignment or test or if your equipment is not up to the task.
- c)** Developing a strong background in emergency procedures, FCC Rules and Regulations, and network procedures read the RACES plan see the responsible that the RACES communication person has.
- d)** Being available when emergency the appointing Director requires communications; the emergency frequency will be up if there is something going on in the county. Hear something on the news TV, radio, go to the emergency frequency if there is a net you will be inform to the emergency and if we are working it
- e)** Helping strengthen the organization by offering suggestions and positive feedback to correct deficiencies. Be3 come an officer or coordinator.
- f)** Complying with volunteer standards established by the jurisdiction and were ID at the time when required dress to the job.
- g)** Notifying the RACES Officer, in writing, when terminating membership. Turn any ID Equipment that was issued.
- h)** Membership participation should be evaluated every 2 years. If a member's participation is lacking, membership terminates; if deemed adequate, membership continues for another 2 years

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there are drill and events that have to attend to keep the RACES up to date in training and know the equipment and building and persons to look for.

G. Communication Assignments

a) Shelters

1. Schools use by the RED CROSS. RACES operator reports to the shelter manager all communication are to be sing off by that person most of the communication will be to the RED CROSS.
2. Schools use by Health department and Emergency Management RACES operator reports to the shelter manager all communication are to be sing off by that person most of the communication will be to the Health Department and Emergency Management
3. Divisional EOC will have a RACES communicator the when EOC open and as a back up to other communications. Communication will be from EOC Miami Dade and the satellite cites under that divisional EOC.
4. Disaster information and Resource Center (DIRC). The centers will be up as needed. RACES will have communication to the Miami Dade EOC it need when other communication is down.
5. Staging for the RACES communicator from out of town. Will have information were Staging will be set up out of the acted airier Information will be gotten the communication. Name, Call, address and type of car plate. State color and how long will they be hear. Staging will call the EOC for the assignment. Staging officer will give an information folder the Communicator.



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6. Emergency Operation. The RACES officer will call in operator as need no one is to show up unless call in. when the EOC is activated. At security ask for the races ID will let the communicator in the radio room.
7. County department. If there is a need for back up communication a RACES communicator will be sent by the RACES officer.

H. Assignments

The races officer will give all assignments. When completing an assignment call the races officer. No one is to take an assignment with clearing it through the RACES officer



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