



DUBOIS COUNTY RADIO AMATEUR CIVIL EMERGENCY SERVICE (RACES) PLAN



INTRODUCTION:

The Dubois County RACES is composed of FCC licensed amateur radio operators who have voluntarily registered their capabilities and equipment to provide communications support to government agencies in times of extraordinary need.

RACES is governed by Part 97, subpart E, of the Federal Communications Commission (FCC) Rules and Regulations. It is administered by the Federal Emergency Management Agency (FEMA) and addressed in FEMA Civil Preparedness Guide (CPG 1-15). The Dubois County RACES functions under the direction of the Emergency Management Director and whoever may be appointed by the Director.

PURPOSE:

The purpose of this plan is to provide a written guide containing the minimum information that should be needed in an emergency. Each emergency is different and flexibility to provide an adequate response to each is a necessity.

The primary responsibility of the Dubois County RACES is to furnish communications in the event of a natural or man-made disaster when regular communications fail or are inadequate. During the early phases of a major disaster or emergency, the existing communications infrastructure may become severely overloaded or fail completely.

Drills, training and instruction shall be carried out to ensure readiness to respond quickly in providing effective amateur emergency communications whenever an occasion may arise.

The following agencies could be served during a communications emergency:

Dubois County Communications Center, County Highway, Memorial Hospital, Jasper City Hall, Dubois County Sheriff, Jasper City Police, Huntingburg City Police, Ferdinand Police, Holland Police, Birdseye Police, the entire Dubois County School System, Salvation Army, American Red Cross, all surrounding communities, and any other agency requesting assistance from Dubois County RACES.

ELIGIBILITY:

Applicants must be residents of Dubois County and be at least 18 years old. Applicants must also complete a RACES Application form and submit to a background check. Prior to membership approval, applicants will undergo a three-month probationary period. Continued membership requires attending a minimum of 6 RACES meetings or group events and checking into a minimum of 26 RACES nets per year.



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TRAINING:

Members are encouraged to participate in all available training. Members must complete applicable training designated by current National Incident Management System (NIMS) Training Guidelines. Members are also strongly encouraged to take one or more of the following courses to develop the skills needed for effective communications support during emergencies and disasters – Introduction to Auxcom (Dubois County EMA), DHS Auxcom, or ARRL EC-001. Completion of at least one of these courses is required to be considered eligible for deployment.

RACES ACTIVATION:

Upon notification or determination of an emergency condition, the Dubois County Emergency Management Agency will contact the RACES officer or his/her Deputy. Dubois County RACES members will be paged and may also be alerted via phone. Local Broadcast Stations will be contacted by the RACES Officer or his/her representative as needed for spot announcements alerting RACES members.

Upon the awareness or notification that a communications emergency exists, members of the Dubois County RACES will call into the Dubois County Emergency services net on the 147.195 FM RACES repeater (107.2 PL) with the 444.675 MHz repeater (107.2 PL) and 146.520 FM simplex serving as backups.

Mobile units are activated and dispatched as needed.

The RACES officer will assume net control or delegate another station as the Net Control Station. Control will be from the Dubois County Emergency Management Emergency Operating Center (EOC) whenever feasible. The Net Control Station would be used extensively during a communications emergency.

DUTIES OF NET CONTROL STATION:

The net will be called to order by the Net Control Operator who will keep a log of activities, including a record of who made the activation request, when it was received, and all business conducted on the net.

Members of the Dubois County RACES are checked into the net from their mobiles and home stations to await further instructions. Stations do not transmit unless invited to do so by net control. The only exception to this is for stations having emergency traffic.

Liaison stations to the following HF nets may be assigned:

Indiana RACES Phone Net 3.920 MHz LSB
Indiana RACES Phone Net 7.290 MHz LSB



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FORMS:

Record Communications (i.e. resource requests, shelter status, situation reports) conveyed on behalf of served agencies must be written either on ICS Form 213 (General Message – see Attachment A) or the originating agency's approved form. These communications must be signed by their originator, to take responsibility for contents and to enable message authentication.

Routine traffic can be recorded on ICS Form 309 (Communications Log – see Attachment B).

ICS Form 214 (Unit Log – see Attachment C) must be maintained by members while serving in an official RACES capacity. The purpose of this log is to record details of activity and provide information for later inclusion in an after-action report.

DRILLS, TESTS, AND ALERTS:

Tests will be conducted in accordance with Indiana Department of Homeland Security (IDHS) requirements. An IDHS state-wide RACES test is normally conducted on 3920 MHZ LSB.

The Dubois County RACES could supply public safety communications in conjunction with local events to test the effectiveness of the operation.

The Dubois County RACES Net meets each Thursday night at 8:30 P.M. EDT on the 147.195 FM RACES repeater (107.2 PL).

At the discretion of the RACES Officer the Dubois County RACES Net will be activated unannounced at least once a year.

In the event of any intentional interference to any of these nets by any individual during the time of an actual emergency or drill, all measures will be taken to obtain the identity of the interfering station and a complaint will be issued to the nearest FCC Field Office, both by the RACES Officer and the Director of Emergency Management/Civil Defense in writing within five (5) hours of the incident.

ATTACHMENTS:

- A. ICS Form 213 - General Message
- B. ICS Form 309 - Communications Log
- C. ICS Form 214 - Unit Log
- D. ICS Form 205 – Radio Communications Plan