

Radio Amateur Civil Emergency Services Communications Plan

2013



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I. Purpose

To provide Emergency Management with Amateur Radio Communications through networks using State/County and/or privately owned equipment, authorized under the Federal Communications Commission (FCC), and operated by licensed Radio Amateurs in the Radio Amateur Civil Emergency Service (RACES). This plan supersedes all State RACES Plans and amendments previously. County and Regional Plans must conform to the current State RACES Plan and approved by the State RACES Officer and State Emergency Management Operations Officer.

II. Emergency Management Authority

The Response and Recovery Branch Director at Kansas Division of Emergency Management (KDEM) is the legally appointed authority, for all matters pertaining to RACES Radio Nets used for Emergency Management in the State of Kansas. The authority for matters pertaining to RACES nets may be delegated to the State RACES Officer.

III. Activation and Notification

A. Activation of State RACES Cadre

The State RACES cadre can be activated by the KDEM Staff Duty Officer under the following criteria:

- Any emergency or disaster event that results in activation of the State Emergency Operations Center (SEOC).
- At the discretion of the KDEM Communications Unit Leader, Response & Recovery Branch Director, or SEOC Manager.
- Assist the Duty Officer with communication needs during a minor event.
- Participation in monthly and quarterly nets and exercises.

B. Notification of State RACES Cadre

The KDEM Staff Duty Officer will notify the State RACES Officer to request activation of the State RACES cadre. If the State RACES Officer cannot be reached, then the next RACES member will be notified. Notification will be by telephone, pager, electronic communications, or other means available. If the RACES Officer believes that the SEOC is or will be activated, due to knowledge of an emergency event gained by a news broadcast or other source, he/she should contact the Duty Officer for notification.

C. Participation

RACES is intended to complement communications and thus can be activated during any event. It is most beneficial to include RACES activation and participation throughout the event and not limited participation to after all communications systems have failed.

IV. Amateur Radio Networks (RACES)

RACES Radio Networks will be organized as follow:

A. State Network

The State network will provide for command and operational communications between the State Emergency Management Control Center, and the Area and/or County Networks in Kansas. A diagram of the basic State RACES Group and Regional Networks are indicated in *Attachment A*.

B. Regional Networks

- (1) Regional Networks covering several Counties are authorized and shall provide for communications between such Emergency Operations Centers within that specific Region and the State Emergency Management Control Center.
- (2) Each Regional RACES Group will consist of a Regional Net Control Station and secondary stations located within that Region. A Net Control Station will be a State/County or private owned station (volunteer) operated as directed by the State or County during a State, Regional, or County emergency or RACES drill or exercise. Secondary stations of the Regional Network will be County or privately owned (volunteer) stations cooperating under the direction of the Regional Net Control Station during such emergencies or drills.
- (3) An Area RACES Officer will be appointed for each Area by the State RACES Officer and approved by the State Response & Recovery Branch Director. The State RACES Officer will guide and assist Regional RACES Officers in the formulation of the Regional RACES Plans, which must be submitted and approved the State RACES Officer and State Response & Recovery Branch Director.
- (4) Regional RACES Plans must include the following:
 - a. The Region of the State for which it will serve, including all Counties, Cities, and Emergency Operations Centers.
 - b. Network diagram indicating communications links between net control and the secondary stations. RACES frequency to be used for each link. RACES frequencies to be used for these links are specified by the State RACES Plan. Refer to *Attachment B* of the State RACES Plan.
 - c. A complete list of County Net control stations for the Area including call sign, class of license, training credentials, location, and capabilities, including emergency power.

C. County Networks

- (1) County Networks covering a specific County are authorized to be organized and shall provide for communications between that County Emergency Operations Center, secondary stations within that county and the Regional Network.
- (2) Each County RACES Group will consist of a Net control station and secondary stations located within that County area. Net Control Station will be a County or private owned station (volunteer) operated as directed by that County Emergency Operations Center for State, Area, or County emergencies or RACES drill/exercise. Secondary stations of the County Network will be County or private owned (volunteer) stations cooperating under the direction of the County Net Control Station during such emergencies and drills.
- (3) A County RACES Officer will be appointed by that respective County Emergency Management Coordinator and approved by the State RACES Officer. The Regional RACES Officer will guide and assist County RACES Officers in the formulation of a County RACES Plan, which must be submitted and approved by that County's Emergency Management, State RACES Officer and State Operations Officer.
- (4) County RACES Plans must include the following:
 - a. The County that it will serve, including all Cities and Emergency Operations Centers.
 - b. Network diagram indicating communications links between net control and the secondary stations and RACES frequency to be used for each link. Counties shall provide a list of frequencies utilized to the State RACES Officer. Refer to ***Attachment B*** for a list of frequencies.
 - c. A complete list of all secondary stations, including call sign, class of license, training credentials, location, and capabilities, including emergency power.

D. Communication with Regional Headquarters

Communications with the Federal Emergency Management Agency (FEMA) Region VII headquarters in Kansas City, MO by other than normal means, such as telephone, facsimile, WebEOC, or National Attack and Warning System (NAWAS), would be via the Federal National Radio System (FNARS).

V. RACES Cadre

The Kansas Division of Emergency Management or County Emergency Management officials will make use of local law enforcement agencies to determine the loyalty and general reliability of all RACES Officers, and Amateur Radio Operators assigned for operation in RACES Groups. All operator personnel will be provided with Identification Cards signed by the proper emergency management authority. It is the responsibility of the local jurisdiction to conduct background checks and issue identification cards. Facilities available for conducting background checks include:

- Local Police Department (local records checks only)
- County Sheriff's Offices (local records checks only)

- Kansas Bureau of Investigation (complete criminal history record information)

Complete criminal history record information (CHRI) is the summary of arrests and prosecutions for criminal charges. Each state has a single central repository that is responsible for maintaining that state's CHRI. The Kansas Bureau of Investigation operates the Kansas Central Repository for CHRI. The general public may obtain the following types of adult conviction criminal history information:

- Court convictions for violations of Kansas law that are felonies or class A or class B misdemeanors. Class C misdemeanor assaults are also part of the database.
- Court convictions for violations of municipal ordinances or county resolutions that are equivalent to class A or class B misdemeanors or class C misdemeanor assaults under state statute.
- Confinements in Kansas Department of Corrections facilities.
- Records of arrests within the past 12 months are also released when the records of disposition have not yet been received.
- Active diversions that have not yet been successfully completed.

A name-based record CHRI can be completed online through the Kansas Bureau of Investigation at <http://www.kansas.gov/kbi/criminalhistory/> for a nominal fee. The following information is needed to complete the CHRI: the subject's first name, last name, and date of birth. If you also know the subject's social security number (SSN), middle name, alias names, height, weight, race, place of birth, residence and occupation, these additional items of information may be helpful in locating the record or determining that the subject has no record.

A. Operational Procedures

All RACES Stations and Networks in Kansas will operate in accordance with this Plan and Rules and Regulations specified by Part 97, Subpart B, of the FCC Rules and Subpart F of the FCC Rules. Specific operational instructions and net procedures will be issued by the Kansas Division of Emergency Management. Operational procedures for county Networks will be issued by the County RACES Officer, but in all cases such procedures and instructions must comply with the intent of the FCC Rules and Regulations governing RACES.

B. Network Frequencies and Coordination

- (1) The frequencies authorized for use by State, Regional, and County RACES Groups are listed in ***Attachment B***.
- (2) The KDEM Response & Recovery Branch Director, in cooperation with the State RACES Officer, will coordinate the use of these frequencies (as required).

C. The RACES Officer

- (1) Each RACES Group must have a RACES Officer. The RACES Officer is appointed by either the State or County Emergency Management Office. The RACES Officer is

directly responsible either to the Communication Officer of their appointed County or to the KDEM Response & Recovery Branch Director, or their designee. The authority for matters pertaining to Regional RACES Officers may be delegated to the State RACES Officer. The State RACES Officer, Regional RACES Officers, County RACES Officers, and alternates are listed in *Attachment C*.

- (2) A RACES Officer must hold an amateur radio operator license of General Class or higher.

D. Amateur Radio Operator Credentialing Requirements and Resource Typing

During a large-scale event, the need for additional communications resources can quickly overwhelm the locally available operators. The logical resolution is to request support from un-impacted areas nearby. The result is an emergency management staff working with operators. The State RACES Working Group has established credentialing requirements that each RACES Team should have in order to ensure interoperability between the State RACES Team and County RACES Teams. Additional credentialing requirements may be added by counties to issue local credentials.

There will be a two (2) year grace period from the date of this plan for already operational RACES Officers or RACES Team Members. RACES Officers and/or RACES Team Members who do not complete the training set forth by the State RACES Working Group within two (2) years will not be credentialed.

State/County RACES Officer

Must have completed the following upon appointment:

Possess a General Class License (or higher)

IS-1: Emergency Manager: An Orientation to the Position

IS-100: Introduction to Incident Command System, ICS-100

IS-120: An Introduction to Exercises

IS-130: Exercise Evaluation and Improvement Planning

IS-200: ICS for Single Resources and Initial Action Incidents

IS-288: The Role of Voluntary Agencies in Emergency Management

IS-700: National Incident Management System (NIMS), An Introduction

IS-704: NIMS Communications and Information Management *or*

IS-802: Emergency Support Functions (ESF) #2 – Communications

IS-800: National Response Framework, An Introduction

Operating proficiency in modes other than voice

Operating proficiency for a Net Control

Government issued photo identification (driver's license, identification card)

Appointed by authority having jurisdiction

State/County RACES Team Member

Must have completed the following upon appointment:

Possess a Technician Class License (or higher)

IS-100: Introduction to Incident Command System, ICS-100

IS-700: National Incident Management System (NIMS), An Introduction
Government issued photo identification (driver's license, identification card)
Appointed by authority having jurisdiction

Must complete the following within 6 months after appointment:

IS-200: ICS for Single Resources and Initial Action Incidents
IS-704: NIMS Communications and Information Management *or*
IS-802: Emergency Support Functions (ESF) #2 – Communications
IS-800: National Response Framework, An Introduction
Operating proficiency for a Net Control

E. RACES Station Authorization

- (1) No radio station may be operated in RACES in Kansas except by authorization of an Emergency Operations Center.
- (2) A station authorization for RACES will be issued only to a person who holds an amateur radio license.
- (3) Each application for a station authorization or for renewal thereof shall be submitted, signed under oath or affirmation by the applicant and countersigned by the appropriate Emergency Management Office

VI. Attachments to Plan

The following attachments are considered to be part of this plan:

- *Attachment A: Map of the Regional RACES Areas for the State*
- *Attachment B: Frequency Assignments for State, Regional, and Local RACES Groups*
- *Attachment C: List of State, Regional, and County RACES Officers and Alternates*
- *Attachment D. List of State, Regional, and County Nets (including frequency, time, Net Control Station, location, and FCC Call Sign)*
- *Attachment E: Sample County Network Operational Plan for RACES*

VII. Plan Revisions

This plan may be revised as the need is indicated and will be reviewed annually. Revisions will be distributed to all agencies concerned. The revisions shall encompass all sections previously approved under the Kansas State RACES Plan and subsequent amendments, except those officially cancelled.

Signed:

Jonathan R. York
Jonathan York
Response & Recovery Branch Director
Kansas Division of Emergency Management

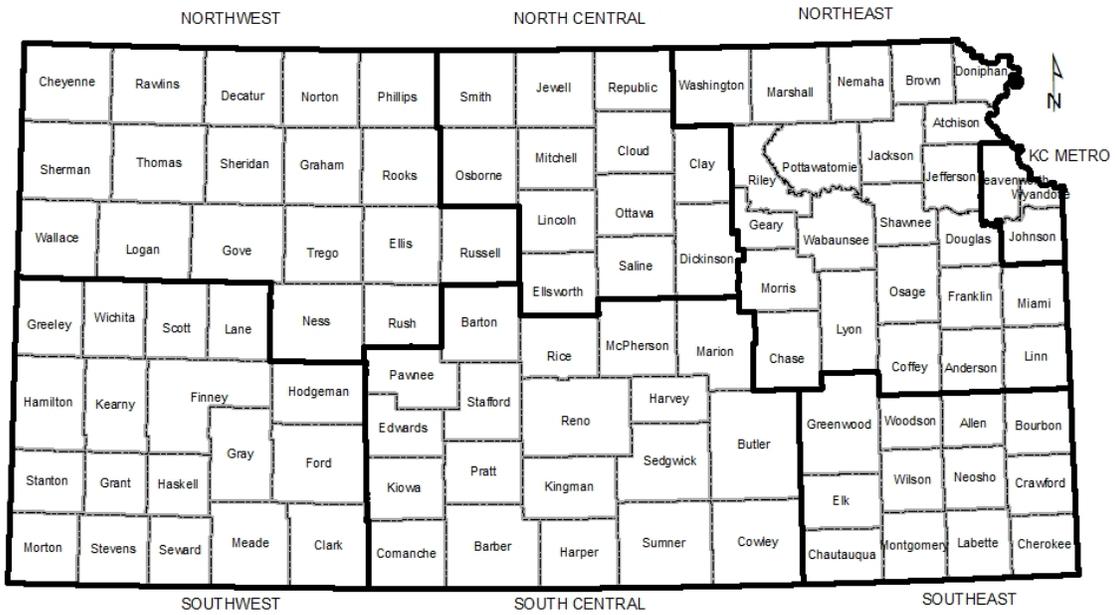
10/07/13
Date

Herb Fiddick NZOF
Herb Fiddick, NZOF
State RACES Officer

1-OCT-2013
Date

Attachment A
Map of Regional RACES Areas for the State
Homeland Security Regions

Kansas Homeland Security Regions



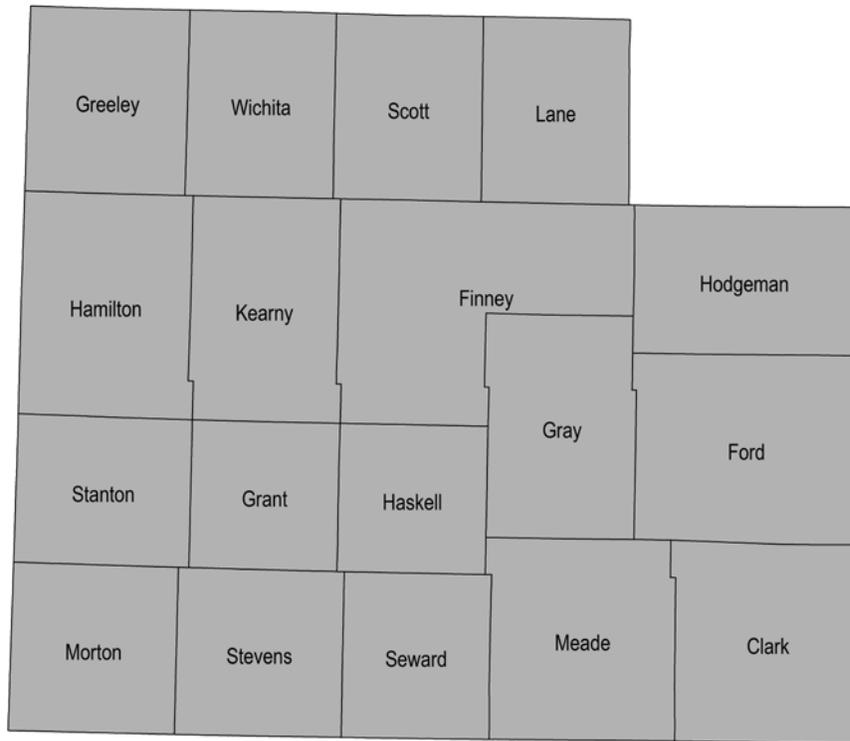
Source: U.S. Census Bureau; Kansas Adjutant General's Department

Kansas Adjutant General's Department
 Geospatial Technologies Section
 December 2007

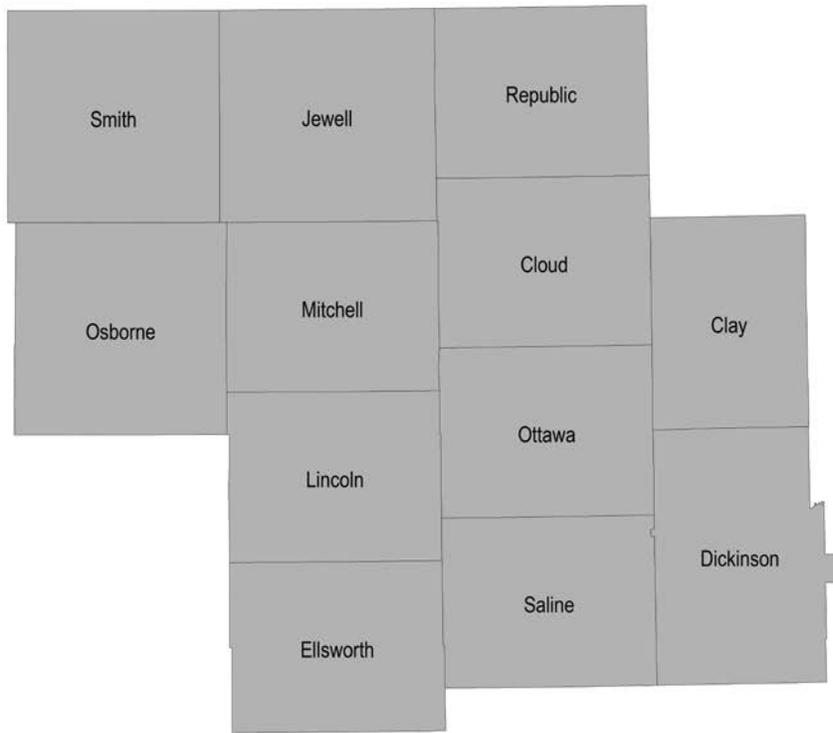
Northwest Region

Cheyenne	Rawlins	Decatur	Norton	Phillips	
Sherman	Thomas	Sheridan	Graham	Rooks	
Wallace	Logan	Gove	Trego	Ellis	Russell
			Ness	Rush	

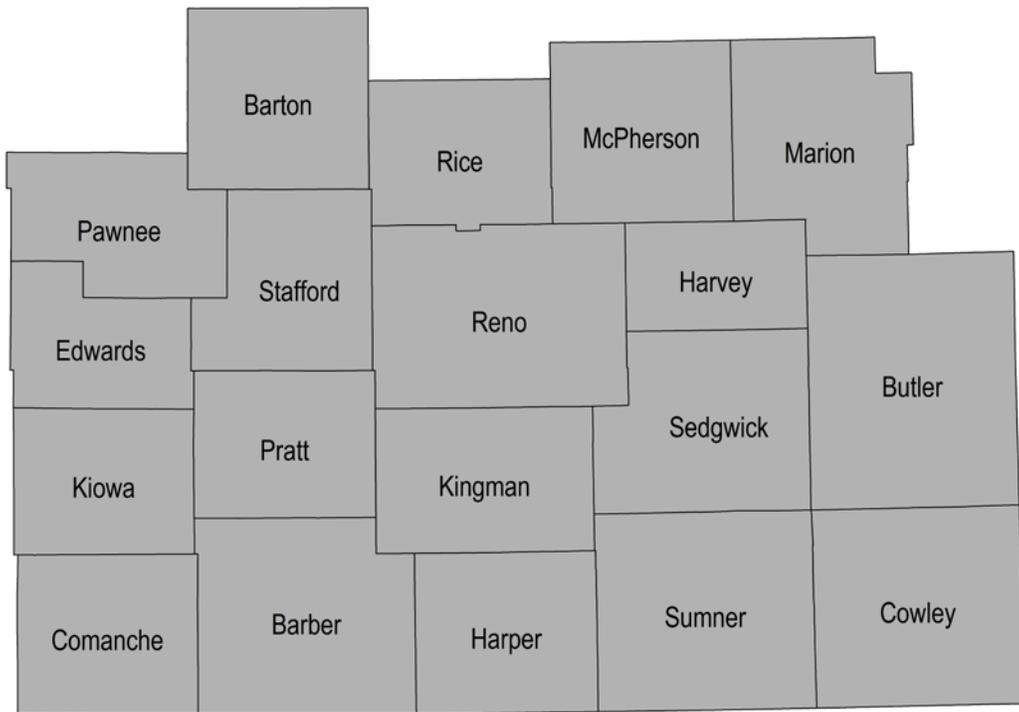
Southwest Region



North Central Region



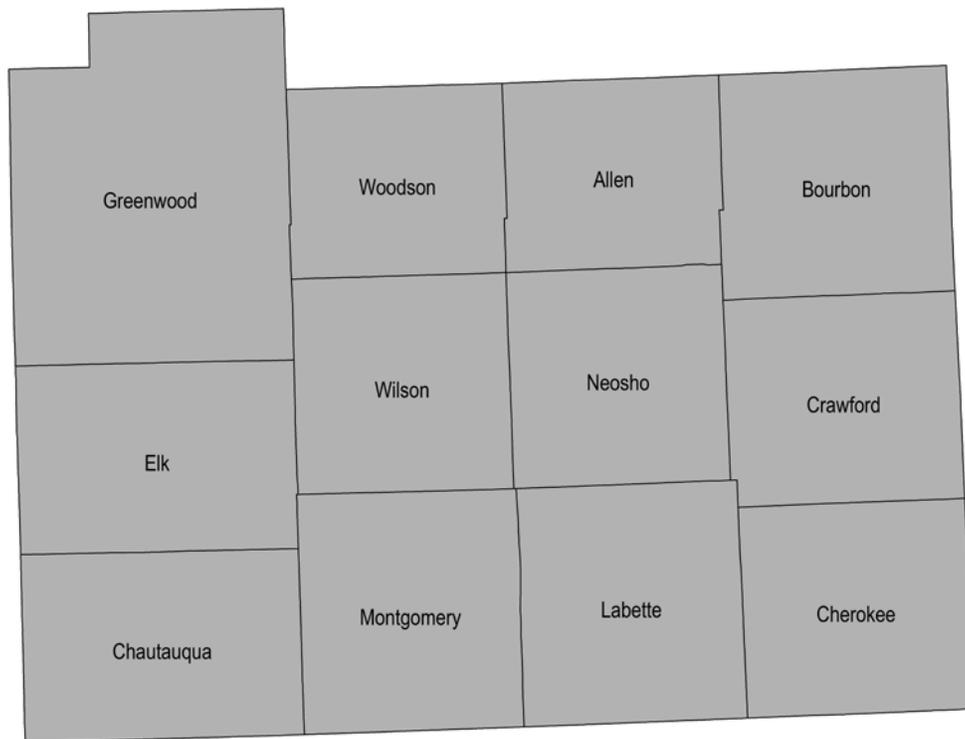
South Central Region



Northeast Region



Southeast Region



KC Metro Region



Attachment B
Frequency Assignments for State, Regional, and Local RACES Groups

To be developed

Attachment C
List of State RACES, Regional, and County RACES Officers and Alternates

To be developed

Attachment D
List of State, Regional, and County Nets
(Including frequency, time, Net Control Station, location, and FCC Call Sign)

To be developed

Attachment E
Sample County Network Operational Plan for RACES

COUNTY NETWORK OPERATIONAL PLAN FOR RACES

I. Purpose of County Network

The purpose of this network is to provide command and control communications to back up other existing communication facilities and to establish new communication links as required carrying out the Emergency Management mission. The primary mission of RACES is to provide communications where required and as assigned by the State or County Emergency Management Director to assist in accomplishing the following:

- (1) Movement of public to shelters.
- (2) Communications from shelters to the County Emergency Operations Center.
- (3) Communication between shelters within the county.
- (4) Communications from County Emergency Operation Center to the Regional Network and other counties.
- (5) Communications from County Emergency Operation Center to other towns or key points located within the county, law enforcement, fire, hospitals, National Weather Service, etc.
- (6) Fixed and mobile communications to support other county emergency management services as assigned by the County Emergency Management Director, such as storm spotters, transportation, search and rescue, etc.

II. Station Assignments

Fixed and mobile RACES assignments to carry out the above described mission will be made by the County RACES Officer as approved by the County Emergency Management Director. Insofar as practical, existing privately owned fixed and mobile RACES stations will be utilized, particularly in the mobile service, during an emergency. Consideration will be given to relocation of private-owned fixed equipment to shelters, if the need develops. County owned fixed RACES stations may be procured by the County Emergency Management Agency and permanently installed in the County Emergency Operations Center and other locations as needed.

III. Other Emergency Assignments

Special RACES communication assignments other than listed above may be made for intra-county uses depending upon the situation under emergency operations. Such assignments will be made as requested by the County Emergency Management Director. These may include other forms of communications such as use of other radios services, telephone, fax, etc. The County RACES Officer will be responsible for establishing these special assignments

IV. Practice Drills and Training

Regular RACES practice drills will be conducted at least once each month to assure operational readiness of equipment and to train operators.

V. Attachments

The following listed attachments are considered to be part of this plan:

- *Attachment A: Diagram of County, showing cities and Emergency Operational Centers*
- *Attachment B: Authorized frequencies assigned to the County and local RACES Network and their linking to secondary stations and Net controls*
- *Attachment C: List with County RACES Officer, an alternate, and County RACES Members*

Signed:

County Emergency Management Director

Date

County RACES Officer

Date