

(Draft)

SECTION 2

Clark County ARES / RACES Plan

(Draft)

(Draft)

Clark County ARES/RACES Plan

Outline

- I. INTRODUCTION**
 - A. ARES
 - B. RACES

- II. PURPOSE**

- III. SCOPE**

- IV. AUTHORITY**

- V. ORGANIZATION**
 - A. Management Team
 - B. Geographical Teams
 - C. Specialized Teams
 - D. Membership

- VI. CONCEPT OF OPERATIONS**
 - A. Alert Authorization
 - B. Mobilization
 - C. Net Operations
 - D. Demobilization

- VII. RESPONSIBILITIES**

- VIII. TRAINING**

(Draft)

Section 2 - Clark County ARES / RACES Plan

MISSION STATEMENT

Clark County ARES/RACES (Amateur Radio Emergency Service / Radio Amateur Civil Emergency Service) is a volunteer organization of skilled Amateur Radio operators, licensed by the Federal Communications Commission (FCC) and sponsored by the American Radio Relay League (ARRL) and the Federal Emergency Management Agency (FEMA), who provide non-commercial emergency communication services during emergencies and disasters as a public service to Clark County Emergency Services Agency (CRESA) and other public and private service agencies in Clark County, WA.

Revised March 17, 2004

I. INTRODUCTION

Clark County ARES/RACES is a volunteer organization of FCC licensed Amateur Radio operators whose major purpose is to provide county-wide emergency communications. In Clark County, the ARES/RACES organization is a dual organization. It can operate as Amateur Radio Emergency Service (ARES), sponsored by the American Radio Relay League (ARRL); or it can operate as Radio Amateur Civil Emergency Service (RACES), which is administered by the Federal Emergency Management Agency (FEMA) under Federal Communication Commission (FCC) rules (Part 97, Subpart E, Section 97.407). Which role the organization takes depends upon the particular emergency or disaster situation as follows:

- A. **ARES** provides emergency communications for non-governmental organizations (public and private) and local governmental agencies in times of “non-declared” emergencies or disasters. Operation is governed by this ARES/RACES plan, which is interfaced with the Clark County Comprehensive Emergency Management Plan and the Washington State RACES Plan. A secondary purpose of ARES is to provide non-emergency, public service, communications for county agencies or other qualified organizations at the discretion of ARES officers.
- B. **RACES** on the other hand, provides emergency communications for governmental agencies only, during officially “declared” emergencies or disasters (usually declared at the county, state, or federal level). Operation is governed by this ARES/RACES plan, the Clark County Comprehensive Emergency Management Plan and the Washington State Radio Amateur Civil Emergency Service (RACES) Plan.

II. PURPOSE

ARES®/RACES Operations Manual Section 2

(Draft)

The purpose of this plan is to provide guidance, establish responsibility, and ensure coordinated operations between Clark County Emergency Management officials and the ARES/RACES organization during times when there are extraordinary threats to the safety of life and/or property. Maximum benefits from the ARES/RACES organization can be obtained only through careful planning which identifies the organizations, agencies, and individuals concerned and assigns a definitive role to each. This plan enables agencies and organizations having emergency responsibilities to include the ARES/RACES organization in local emergency plans and programs.

III. SCOPE

This plan provides guidance for the Clark County ARES/RACES organization to support local Emergency Management officials and other local public and private agencies during emergency conditions. The information in this plan is to be used as a guide. It is not the intent of this plan to limit the actions of an operator who is on site and best able to assess the prevailing conditions. However, since uniformity of procedure leads to general understanding by others about what they should do, utilization of this plan will define the Standard Operating Procedure (SOP) for the organization.

IV. AUTHORITY

A. ARES

The Amateur Radio Relay League (ARRL), through its field organization and Statement of Understanding (SOU) or Memorandum of Understanding (MOU) with the Federal Emergency Management Agency (FEMA) dated August 3, 1984; SOU with the American Red Cross dated April 1, 1994; MOU Association of Public-Safety Communications Officials (APCO) – International, Inc dated October 24, 1996; MOU with the National Communications System (NCS) dated June 2, 1983; SOU with The Salvation Army revised January 1996; MOU with National Weather Service (NWS) dated January 19, 1988.

B. RACES

1. Federal Communications Commission Rules and Regulations, Part 97 subpart E, section 97.407 addresses RACES.
2. FEMA Civil Preparedness Guide (CPG) 1-15, dated March 1991, titled: Guidance for Radio Amateur Civil Emergency Service.

V. ORGANIZATION

The Clark County ARES/RACES organization will consist of a management team, six geographical teams, and several special-function teams as needed.

A. Management Team (Team 0)

1. **Emergency Coordinator / RACES Officer (EC/RO).** The Emergency Coordinator (for ARES) and RACES Officer (for RACES), hereafter simply called the Emergency Coordinator (EC), coordinates the overall program of the organization.

(Draft)

2. **Assistant Emergency Coordinator for Operations (AEC/RO – Operations)** provides overall coordination of the Net Control Team (Team 7) and establishes a Coordination Net for training exercises and missions.
3. **Assistant Emergency Coordinator for Administration (AEC/RO – Administration)** coordinates the recruitment of new members; keeps a record of all meetings, exercises and missions; maintains a database of membership and issues ARES/RACES ID badges.
4. **Assistant Emergency Coordinator for Liaison (AEC/RO – Liaison)** acts as liaison with government and emergency service agencies.
5. **Assistant Emergency Coordinator for Logistics (AEC/RO – Logistics)** provides logistical and technical support to all teams in the areas of radio equipment, packet equipment, computers, antennas, power supplies, propagation and frequency planning.

B. Geographical Teams

The county will be divided into six (6) geographical regions and a Team Leader assigned to each. The purpose of these teams is to establish a working relationship among each of the team members and with the various agencies they are assigned to serve, within that region. During actual emergency exercises and missions, the team organization will be used wherever possible, however members may be assigned to any location depending on the situation. This team concept should enhance recruitment and training, as well as the development of equipment resources. The six regions are as follows:

1. **North County (Team 1)** – Zip Codes: 98604, 98629, 98642 and 98675; including the cities of Battle Ground, La Center, Ridgefield, Yacolt and the unincorporated communities of Amboy, Hockinson and Meadow Glade.
2. **East County (Team 2)** – Zip Codes: 98607 and 98671; including the cities of Camas and Washougal.
3. **Orchards (Team 3)** – Zip Codes: 98606, 98662, 98682 and 98686; including the unincorporated communities of Brush Prairie, Burton, Orchards, Sifton, and Walnut Grove.
4. **Cascade Park (Team 4)** – Zip Codes: 98664, 98683 and 98684, including the unincorporated communities of Cascade Park and Fishers Landing
5. **Vancouver (Team 5)** – Zip Codes: 98660, 98661, and 98663 including the city of Vancouver and the unincorporated community of Minnehaha.
6. **Hazel Dell (Team 6)** – Zip Codes: 98665, 98685 and 98686; including the unincorporated communities of Hazel Dell, Felida, Lake Shore, Ridge Dell and Salmon Creek.

C. Specialized Teams

(Draft)

1. **Net Control (Team 7)** – Under the leadership of the AEC for Operations, provides net control functions for the weekly ARES/RACES net, and the coordination net during exercises and disasters.
2. **Hospital (Team 8)** – Supports the local hospitals with backup emergency communications.
3. **County Emergency Coordination Center (ECC) (Team 9)** – Supports the County ECC with backup emergency communications.
4. **Red Cross (Team 10)** – Supports the local chapter of the American Red Cross with backup emergency communications.
5. **Clark County Community Organizations Active in Disaster (CC-COAD) (Team 11)** – Supports the Clark County COAD facilitators with backup communications for coordinating the functions of the various participating agencies.

D. Membership

Membership in Clark County ARES/RACES is by application to the Emergency Coordinator (EC). Applicant must complete both a county “Volunteer Emergency Worker Registration Form” and a Clark County ARES./RACES “Registration/Update Form” and therefore be registered in both ARES and RACES.

Upon approval by the Clark Regional Emergency Services Agency (CRESA), the applicant will be issued an Emergency Worker Registration number and ID badge for working as RACES. Upon approval by the Emergency Coordinator (EC), a Clark County ARES/RACES ID badge will be issued for working as ARES. The CRESA ID badge will be required when working for governmental agencies. The ARES ID badge will be required when working with other public and private service agencies. Some agencies may require a separate badge and/or registration when in their facilities. Other agencies, such as the Red Cross, will accept the ARES ID badge in lieu of their Red Cross ID.

- **All applicants are subject to a background check conducted by the Clark County Sheriff’s Office.**

VI. CONCEPT OF OPERATIONS

- A. Alert Authorization**
- B. Mobilization**
- C. Net Operations**
- D. Demobilization**

VII. RESPONSIBILITIES

VIII. TRAINING

(Draft)

B. RACES

- 1. Back-up emergency communications between the State Emergency Coordination Center (ECC) and the Clark County Emergency Coordination Center.**
- 2. Back-up communications within local jurisdictions.**
- 3. Warning communications between state and local government agencies.**
- 4. Back-up emergency communications between a state agency headquarters and its respective district/region/area headquarters. Back-up emergency communications between district/region/area headquarters and field units where communications are limited or non-existent.**
- 5. Communications between the state ECC, local ECC, and respective designated staging areas and base camps.**
- 6. Back-up emergency communications between the state ECC, FEMA Regional Operations Center (ROC), and the FEMA Disaster Field Office (DFO).**
- 7. Back-up emergency communications for federal agencies (i.e. US Forest Service, Department of Energy and others), as needed.**
- 8. Communications support, as needed, for conduct of search and rescue (SAR) operations, damage assessment, or other state and local government assigned tasks such as storm watch, flood watch, etc.**
- 9. Emergency communications for shelters, emergency worker centers, sheriff and police departments, sheriff/police/fire dispatch centers, 9-1-1 centers, fire departments/districts, and other requirements designated by the local emergency services office.**

While operating in a RACES capacity, RACES stations and amateurs registered in the local RACES organization may not communicate with amateurs not operating in a RACES capacity. Only official governmental communications can be transmitted (as defined in Part 97, Subpart E, S 97.407 of the FCC Rules). Test and drills are permitted only for a maximum of one hour per week.

II. PURPOSE

III. SCOPE

B. It is intended that this plan interface with the State of Washington RACES Plan and with the Clark County Comprehensive Emergency Management Plan. Also, since surrounding counties and Oregon ARES District 1 have adopted plans, interface with those plans will be necessary in some emergency situations. Under these circumstances, this plan should be utilized in a flexible manner to accomplish the most efficient coordination with the plans of others.

C. The authenticity of all messages communicated via ARES/RACES is the sole responsibility of the originating authority. The validity of such messages shall be determined by the Department of Emergency Services or such other organization being served.

(Draft)

D. ARES/RACES is organized to provide communications services. Amateur radio operators on ARES or RACES duty are not expected to serve other functions unless specifically stated in the mission assignment, such as weather-watch observations, etc.

E. Although a radio operator may report conditions as he/she observes them during an emergency, such observations are to be considered those of a layperson and evaluated in that context unless the operator has specific training or certification in that area. It is incumbent upon the operator to advise concerning his/her expertise (or lack of it) when reporting such conditions.

F. Clark County ARES/RACES members must be registered with the county Department of Emergency Services as a State Emergency Worker before they may participate in any exercise or mission activated by Clark County Department of Emergency Services.

G. This plan is subject to revisions as required.

III. ORGANIZATION

I. A. MANAGEMENT TEAM (Team 0)

2. Operations AEC/RO. **The Operations AEC/RO assignments are:**

- a. Act as Operational Assistant to EC/RO during emergencies/disasters.
- b. Act as Net Manager for the local ARES/RACES net(s).
- c. Establish a Net Control Station for emergency/disaster missions and exercises.
- d. Conduct net training sessions as needed.
- e. Act as Team Leader for Team 7 - Net Control.

3. Administrative AEC/RO. **The Administrative AEC/RO assignments are:**

- a. Act as Secretary of Clark County ARES/RACES, Incorporated.
- b. Recruit new members.
- c. Act as Leader of the Net Control Team to provide net control operators for all directed nets, including the Tuesday evening ARES and Information Net.
- d. Conduct net training sessions as needed.
- e. Be responsible for the implementation of all net reports.

4. **Liaison** AEC/RO. The Liaison AEC/RO assignments are:

- a. Act as fourth-in-command in the absence of the above officers.
- b. Provide and/or coordinate all aspects of training to teams and the organization as a whole, including development of training materials.
- c. Conduct an on-going emergency preparedness program for all teams.
- d. Provide training support to the planning and execution of simulated emergency exercises.

5. **Logistics** AEC/RO. **The Logistics AEC/RO assignments are:**

- a. **Act as fifth-in-command in the absence of the above officers.**
- b. **Provide and/or coordinate technical support to all teams in the areas of technical training, all types of radio equipment, packet equipment, computers, antennas, power supplies, propagation and frequency planning.**
- c. **Provide technical support and/or coordination between ARES/RACES and the County Department of Emergency Services, and other agencies served.**

(Draft)

- d. Act as the Clark County ARES/RACES technical support representative to the Oregon ARES District 1 coordination meetings.

B. GEOGRAPHICAL TEAMS

The county shall be divided into six (6) geographical regions and a Team Leader assigned to each. The purpose of these teams is to establish a working relationship among each of the team members and with the various agencies they are assigned to serve, within that region. During actual emergency exercises and missions, the team organization will be used wherever possible, but members may be assigned to any location depending on the situation. This team concept should enhance recruitment and training, as well as the development of equipment resources.

The six regions are as follows:

1. North County (Team 1) - Zip Codes: 98604, 98629, 98642 and 98675; including the towns of Battle Ground, LaCenter, Ridgefield, Yacolt and the unincorporated community of Hockinson.
2. East County (Team 2) - Zip Codes: 98607 and 98671; including the towns of Camas and Washougal.
3. Orchards (Team 3) - Zip Codes: 98606, 98662 and 98686; including the unincorporated communities of Brush Prairie, Orchards and Sifton.
4. Cascade Park (Team 4) - Zip Code: 98684.
5. Vancouver (Team 5) - Zip Codes: 98660, 98661, 98663 and 98664.
6. Hazel Dell (Team 6) - Zip Codes: 98665, 98685 and 98686; including the unincorporated communities of Hazel Dell and Felida.

Each of these teams will generally be assigned to serve agencies within their respective regions such as, Fire Stations (with the exception of the City of Vancouver Fire EOC located at Station 51), County Sheriff Precincts, City Police Departments, Red Cross Shelters, School Districts, Public Transportation, Departments of Public Works, Public and Private Service Organizations, and other agencies as required. Not included are Clark County ECC, Red Cross Chapter Headquarters, Net Control Stations, and Hospitals, which are all served by the respective specialized teams described below. Again, any individual member may be assigned to any location in the county during a particular exercise or mission.

C. SPECIALIZED TEAMS

The Clark County ARES/RACES organizations shall include four (4) specialized teams, with a Team Leader assigned to each. The purpose of these teams is the same as the geographical teams above, but with a more narrow focus, tailored to the needs of the respective agency or purpose served. Some of the goals of these teams are (1) specialized training with the agency served, (2) faster response time, and (3) development of permanent communications equipment installations such as antennas, radios, power supplies and operating space. These four teams shall be:

1. Net Control (Team 7) -
2. Hospitals (Team 8) -
3. County and City ECC/EOC (Team 9) -
4. Red Cross (Team 10) -

(Draft)

IV. MEMBERSHIP

V. TRAINING

VI. CALL-OUT PROCEDURE

Section 3 of the “Clark County AREA/RACES Operations & Training Manual” discusses the current procedure for alerting and mobilizing members and provides several examples. Below is a summary of this procedure.

A. ALERT AUTHORIZATION

B. MOBILIZATION

VII. NET OPERATION

ARES® / RACES Operations Manual **Section 2**

(Draft)

Examples of ARES communication services are:

- 1. Communication between Clark County and other governmental agencies.**
- 2. Emergency communications between county officials and other officials.**
- 3. Intercommunications among county, private, and public service organizations such as the American Red Cross, hospitals, medical teams, Community Emergency Response Teams (CERT), and religious sponsored service organizations.**
4. Health and welfare communications.
5. Other, undefined, public service emergency communications when appropriate.

(Draft)

AGREEMENT

The forgoing CLARK COUNTY ARES/RACES PLAN, superseding any such previous plan, is hereby agreed to:

Clark County Department of Emergency Services:

(Director, Department of Emergency Services)

(Date)

Clark County ARES/RACES, Inc.:

(Emergency Coordinator/CEO)

(Date)