August 10, 2021

To all Recipients:

Transmitted herewith is the revised State of Texas Radio Amateur Civil Emergency Service (RACES) Plan and Standard Operating Procedure (SOP). This plan and SOP supersedes all previous plans and SOPs. It provides direction and guidance for implementing and conducting a RACES program in support of Emergency operations for both the state and local governments.

These documents have been approved by the Chief of the Texas Division of Emergency Management and will be revised and updated as required. Changes will be transmitted to all addressees on the distribution list.

Sincerely,

W. Nim Kidd, MPA, CEM,
Chief
Texas Division of Emergency Management
Vice Chancellor
The Texas A&M University System
WNK: kl
This document is intended to provide guidance and is not prescriptive or comprehensive. Use judgment and discretion to determine the most appropriate actions at the time of an incident. These guidelines do not override local or regional plans, but are designed to complement those planning activities.

This document does not prohibit any jurisdiction from implementing additional requirements or operating procedures within that jurisdiction.

_____________________   _______________________
(Date)         (Chief, TDEM)
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promulgation Statement</td>
<td>1.</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>3.</td>
</tr>
<tr>
<td>Preface</td>
<td>7.</td>
</tr>
<tr>
<td>Overview</td>
<td>7.</td>
</tr>
<tr>
<td>Purpose</td>
<td>8.</td>
</tr>
<tr>
<td>Situation and Assumptions</td>
<td>8.</td>
</tr>
<tr>
<td>Concept of Operations</td>
<td>8.</td>
</tr>
<tr>
<td>Organization and Assignment of Responsibilities</td>
<td>10.</td>
</tr>
<tr>
<td>RACES Organization and Assignment of Responsibilities</td>
<td>11.</td>
</tr>
<tr>
<td>State RACES Program</td>
<td>11.</td>
</tr>
<tr>
<td>Local Government RACES Programs (Independent of the state program)</td>
<td>12.</td>
</tr>
<tr>
<td>Direction and Control</td>
<td>13.</td>
</tr>
<tr>
<td>Continuity of Organization</td>
<td>13.</td>
</tr>
<tr>
<td>RACES Plan Development, Maintenance &amp; Implementation</td>
<td>14.</td>
</tr>
<tr>
<td>Training and Exercises</td>
<td>14.</td>
</tr>
<tr>
<td>PART 2 Standing Operating Procedure (SOP)</td>
<td>16.</td>
</tr>
<tr>
<td>Applicability</td>
<td>16.</td>
</tr>
<tr>
<td>Authority</td>
<td>16.</td>
</tr>
<tr>
<td>Purpose</td>
<td>16.</td>
</tr>
</tbody>
</table>
Administration

Positions & Responsibilities

1. Chief, Texas Division of Emergency Management (TDEM)
2. State RACES Radio Officer (SRO)
3. TDEM Regional Assistant Chiefs (RAC)
4. TDEM District Coordinator (DC)
5. Regional RACES Officer (RRO)
6. District Radio Officer (DRO)
7. County Liaison Officer (CLO)
8. State Agency Liaison Stations (SALS)
9. Alternates to State RACES Positions

STATE RACES Certification & Participation

1. Eligibility
2. Application
3. Certification
4. Call Sign Assignment
5. Participation
6. Rosters
7. Renewals
8. Termination

Reports

1. State Net Control Reports
2. Emergency Net Activation Reports
3. After Action Report

Committees

Record Maintenance

Plan & SOP Distribution & Maintenance

Operations

Modes of Operations

Radio Frequency Bands of Operation

Networks (Nets)

State Net

District Nets

Local Government Net

Net Control Station (NCS)

Designation of the NCS

Responsibility of the NCS

Authority of the NCS

FCC Rules & Regulations Concerning RACES

Permissible Communications, Limitations & Restrictions

Message Format

Message Handling and Service Messages

Message Handling

Service Messages

Voice Operating Procedures

Opening a Voice Net

Initiating & Ending Transmissions
1. Initial Transmission
2. Abbreviated Call
3. State RACES Unit Designator
4. Transmission Ending
   Requesting Permission to Transmit
   Breaking Transmission
   Voice Message Transmission
Emergency Operations
Emergency Net Activation
Emergency Public Information
Glossary
Distribution
Record of Changes

ATTACHMENTS

1. TEXAS RACES FREQUENCY ASSIGNMENT PLAN
2. ICS 213 GENERAL MESSAGE and RADIO LOG FORM,
3. STATE RACES DISTRICTS MAPS
4. RACES COUNTY IDENTIFIERS
5. RACES RADIO ORGANIZATIONAL STRUCTURE
6. EMERGENCY MANAGEMENT COUNCIL
7. AGENCY LIAISON IDENTIFIERS
8. TRAINING NET SCHEDULE
9. PHONETIC ALPHABET
Preface

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 response 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 during 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 emergencies when clear frequencies are established by the FCC.

The State of Texas, through the Texas Division of Emergency Management, endorses the RACES program as an official resource of the state in support of emergency or disaster communications operations. The Chief of Texas 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.

Overview

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

These procedures are under the authority of and in accordance with the following documents:
Federal Communications Commission Rules and Regulations, Part 97
Texas Disaster Act of 1975 (Texas Government Code, Chapter 418)
Executive Order of the Governor
State of Texas Emergency Management Plan

Purpose

Amateur radio operators are often needed to assist in communications during an emergency. The primary purpose of this plan is to establish and support a State Radio Amateur Civil Emergency Services (RACES) program to provide official communications supplemental to established State communications systems. Secondarily, this plan is to be used as a guide by local governments in the development of local RACES programs.

Situation and Assumptions
This section explains the situations and assumptions that would trigger activation of RACES assets and personnel.

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, terrorism or aggression by other nation's forces. In any case, the state and local government’s capability to respond to alleviate suffering and hardship is based in large part on the availability of adequate communications.

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.

Concept of Operations
This section explains the concept of operations of the RACES program to include Federal Communications Commission (FCC) regulatory authority and definition of RACES, state and local RACES program plans and state RACES region and district configuration.
RACES is a part of the Amateur Radio Service and utilize 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 Title 47, Part 97, Sub Part E, 97.407 (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 97.407. All RACES Operations within the state will be conducted in accordance with Sub-Part E. 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.

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 Texas Department of Public Safety (DPS) 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) 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 Regional RACES Officers, District Radio Officers or the State RACES Radio Officer. The Texas RACES Frequency Assignment Plan in support of these networks will be followed. Deviations are authorized during emergencies. (See attachment 1).
Organization and Assignment of Responsibilities

This section explains the organization and responsibilities of the Texas Division of Emergency Management (TDEM) and the Texas RACES positions.

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.

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 and The Salvation Army (See attachment 6) and chaired by the Director of Homeland Security, has been established to advise and assist the Governor in the accomplishment of this emergency management responsibility. The Texas Division of Emergency Management (TDEM) 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 Governor has appointed a Chief of Emergency Management to carry out these functions. TDEM Regional Assistant Chief (RAC) and TDEM District Coordinators (DC) are in each of the DPS Highway Patrol Regions and Highway Patrol Districts. They are field representatives of TDEM and are the primary liaison between local governments and the State for emergency management functions. The State is divided into seven DPS regions and thirty-one (31) 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 Disaster District Chairman (DDC) 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 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.
RACES Organization and Assignment of Responsibilities

1. State RACES Program

   a. The Chief of the Texas Division of Emergency Management (TDEM) 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 Chief for providing advice and assistance to the Chief on matters concerning amateur radio communications and the state and local government RACES programs, and maintaining the State Operations Center (SOC) Radio Facility.

   c. The District Coordinator (DC) serves as an advisory position and is 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 SRO and TDEM. The appointment of the DRO is approved by the Chief upon recommendation by the DC 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 that 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 appointment to the State Emergency Management Council.

   e. The Regional RACES Officer (RRO) is responsible to the SRO for coordinating and conducting State RACES operations within their DPS region in accordance with this plan. The RRO duties include, but are not limited to, coordinating regional training, working with DROs to reduce personnel shortages and coordinating regional response during disaster operations. The RRO is also responsible for coordinating regional operations with the Regional Assistant Chief (RAC) for their respective areas. Upon recommendations from the SRO and applicable DC / RAC, the Chief of TDEM, will appoint the RRO. RROs will be renewed upon a recommendation from the SRO and applicable DC / RAC.
f. The District RACES Radio Officer (DRO) is responsible to the SRO for conducting State RACES operations in support of the district in accordance with this plan and SOP. The DRO is also responsible to the District Coordinator (DC) for coordinating District RACES activities including liaison with the Disaster District Committee Chairman (DDC), recommending individuals for the positions of Alternate District RACES Radio Officer, State RACES County Liaison Officer and alternates. DROs will be renewed upon a recommendation from their DC / RAC / RRO to the SRO.

g. The State RACES County Liaison Officer is responsible to the District RACES Radio Officer for supporting state emergency operations in their respective counties. They also provide liaison between the State RACES and local government RACES programs and radio networks.

h. 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.

i. A more detailed list of the SRO’s responsibilities is contained in the State RACES Standard Operating Procedures (SOP).

j. The State RACES program will also work with other communications organizations such as the Amateur Radio Emergency Service (ARES), the Military Auxiliary Radio Service (MARS) and federal communications programs to support Amateur Radio operations. RACES members are encouraged to participate in other communications programs and clubs.

2. Local Government RACES Programs (Not part of the State RACES Program)

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 (EMD), or a designated representative such as emergency management coordinator (EMC), 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 SOP, using the State RACES Plan, SOP, and FCC Rules and Regulations as guidelines; and implementing the local government RACES program in accordance with established policy and procedures.

**Direction and Control**

This section explains who has direction and control authority for the state RACES program and local government RACES programs.

**State RACES Program**

Authority for direction and control of the overall State RACES Program has been delegated to the SRO. Upon activation of the State network, the Net Control Station (NCS) will be the State Operations Center (SOC), station call sign K5SOC, 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.

**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 the state’s SOP. 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.

**Continuity of Organization**

This section explains the hierarchy and purpose of alternate RACES member positions.

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. DROs will keep their RROs aware of critical personnel shortages. RROs will coordinate support from RACES districts within their regions to support disaster operations / contingency plans.

**RACES Plan and SOP Development, Maintenance and Implementation**

This section explains who is responsible for development, maintenance and implementation of RACES plans at various levels in the state.

A. The SRO 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 SRO.

C. This plan supersedes and rescinds all previous editions to the State of Texas Radio Amateur Civil Emergency Service Plan and is effective upon signature of the Chief, TDEM. 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.

**Training and Exercises**

This section explains the need for training and exercises within the RACES program and the need to include RACES in state and local training and exercises.

**Training**

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

**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.

(Date)     (Chief, TDEM)
PART 2: RACES STANDARD OPERATING PROCEDURES (SOP)

Applicability
This section explains who and which governmental entities this SOP applies to.

This Standard Operating Procedure (SOP) is applicable to all State RACES operations and to all local government RACES operations interfacing with State RACES. Operations are not location dependent, but based on operational requirements.

Authority
This section provides the federal and state rules and regulations that support this SOP.

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

B. Texas Disaster Act of 1975, V.T.C.A. Government Code Title 4, Chapter 418.
C. Executive Order of the Governor.
E. State of Texas Radio Amateur Civil Emergency Services (RACES) Plan.

Purpose
This section explains the purpose of this SOP.

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. Secondarily, this SOP is intended to be used as a guide for local governments in establishing procedures for local RACES programs.

Administration
This section explains the positions and responsibilities of members within the state RACES program.

State RACES Position Descriptions and Responsibilities
The positions authorized within the State RACES program include the Chief, Texas Division of Emergency Management (TDEM), State RACES Radio Officer (SRO), TDEM Regional Assistant Chief (RAC), Regional RACES Officer (RRO), TDEM District Coordinator (DC), District Radio Officer (DRO), County Liaison Radio Officer (CLO), State Agency Liaison Station (SALS), and the alternates to these positions.

1. The Chief, TDEM is responsible 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 Texas Division of Emergency Management (TDEM), and is appointed by and responsible to the Chief for:
   a. Providing advice and assistance to the Chief on matters concerning amateur radio communications and the state and local government RACES program.
   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 Texas State Operations Center (SOC) radio facility to ensure operability.
   g. Providing liaison between the Texas Division of Emergency Management and the radio amateur community.
   h. Committee Assignments.
   i. Coordinating public information releases concerning State RACES program activities.
   j. Accomplishing related duties as assigned or required.

3. The TDEM Regional Assistant Chiefs (RAC) are responsible to the Chief, TDEM for the coordination of field operations and the supervision of District Coordinators (DC) within their areas of operation.

4. The TDEM District Coordinator (DC) is a field representative and in the context of the RACES program, is responsible to the Chief, TDEM for:
   a. Recommending individuals to the SRO and RRO for the position of District Radio Officer (DRO).
   b. Assisting the DRO in the performance of the assigned duties by providing administrative support and liaison between the District Radio Officer and Disaster District Committee Chairman (DDC).
c. Notifying the DRO of the need to activate the District RACES Network in response to an emergency or disaster, if the network has not otherwise been activated.

5. The appointment of the Regional RACES Officer (RRO) is approved by the Chief, TDEM upon recommendation by the applicable DCs / RACs and the SRO, and is responsible to the SRO for administering the State RACES program within their respective RACES regions and the State RACES Plan by:

a. Providing advice and assistance to the SRO and DCs on matters concerning Amateur radio communications and the state and local government RACES programs.

b. Planning and coordinating the regional activities of the RACES program within their assigned RACES regions.

c. Planning and coordinating regional RACES training and operations within their assigned RACES regions.

d. Coordinating personnel support for RACES districts within their regions, by utilizing personnel throughout their regions when applicable.

e. Coordinating RACES support with adjacent RACES regions.

f. Accomplishing related duties as assigned or required.

g. RRO appointment will be renewed upon a recommendation from the SRO and applicable DCs.

6. The appointment of the District Races Officer (DRO) is approved by the Chief, TDEM upon recommendation by the applicable DC, RRO 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. Conducting liaison with the DDC with the assistance of the DC.

b. Coordinating RACES activities with the DDC and the DC.

c. Submitting fiscal year quarterly reports to the SRO, RRO and DC 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 meetings and training nets.
f. Coordinating the use of frequencies within the District for State RACES District Nets to ensure 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 establish and maintain cooperative working relationships.

h. Attend State RACES workshops and disseminating information obtained from workshops to all district RACES members.

i. Maintaining a current roster of all District RACES members and submitting changes to the SRO and RRO.

j. Participate in the bi-monthly State RACES Net activation.

k. Accomplish other activities as required to conduct and maintain efficient RACES operations within the District.

l. DRO appointments will be renewed upon a recommendation from their assigned DC and RRO.

7. The appointment of the County Liaison Officer (CLO) is approved by the Chief, TDEM upon recommendation by the DRO, RRO, SRO, and is responsible to the DRO for liaison between the State RACES program and local government / public service RACES programs 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 DC 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.

8. State Agency Liaison Stations (SALS) provide emergency communications support to member agencies of the State Emergency Management Council or other public service entities. These individuals are recommended by letter from their respective assigned agency / entity and certified by the Chief, TDEM. SALS may be used in support
of an agency’s headquarters, or field office, and are under the authority of the agency / entity they support.

9. The Chief appoints the alternates to all State RACES positions upon recommendation by the SRO, RROs and DROs. The Alternate Officers are responsible to the primary officer for completing tasks assigned. The primary officers listed above must insure that sufficient alternates for their positions are certified and trained to assume the primary position, in order to maintain continuity within the State RACES program and in times of emergency. The number of alternates to a position is at the discretion of the primary officer. There should be a sufficient pool of alternates to support extended periods of 24 hour operations if required. Support can be provided from within a District, Region or by statewide RACES members.

State RACES Certification and Participation
This section explains the various steps of membership from eligibility to certification to participation to renewals and termination.

Individuals will be recruited and will apply for a State RACES position that is currently 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 Auxiliary Radio System (MARS), or local amateur radio clubs. Attendance at local, regional or national amateur radio 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 TDEM employee and shall be subjected to a background history check and application approval by Human Resources (which includes the following criteria):

a. Possess a current and valid, Technician Class or higher, Amateur Radio License issued by the Federal Communication Commission (FCC).

b. Never had an amateur radio license suspended or revoked.
c. Has never had been denied membership in, or had membership revoked for just cause, in another Amateur Radio emergency communications program.
d. Have never 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 DC or DRO due to a lack of applicants from a certain jurisdiction):
h. District Radio Officers, County Liaison Officers, and alternates must reside in the Disaster District they support.
i. Be willing and able (from a personal and employment standpoint) to devote sufficient time and effort to perform the duties of the position.
j. Be willing to cooperate harmoniously and in a professional manner with RACES personnel and members of other organizations.
k. 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 current application form. Applications are available from the applicable DRO, or by contacting the State Operations Center (SOC) via email at SOC@tdem.texas.gov, or by calling the SOC and requesting to speak to the RACES representative or by writing to the Texas Division of Emergency Management, Attn: State RACES Radio Officer, 1033 La Posada Drive. Austin Texas, 78752-3824.
b. Complete both the application in full with the exception of the bottom recommendation section and the Criminal History Disqualifier form that is attached to the RACES application. Entries must be legibly written in pen or must be typed.
c. Attach a copy of your current FCC license.
d. Forward the signed application and Disqualifier form and copy of your FCC Amateur Radio license, to the appropriate RACES authority as follows:

1. Applications for the positions of CLO and DRO alternates, and SALS should be forwarded to the appropriate DRO for
recommendation to the SRO. In case there is not a DRO for the area for which you are applying, you can forward the application to the appropriate DC for recommendation. SALS applicants should attach an agency letter of recommendation to their application.

2. Applications for the positions of DRO will be forwarded to the appropriate DC or RRO for recommendation.

e. After the recommendations have been reviewed for completeness and legibility, the application will be forwarded to the TDEM SRO for processing.

f. The application package will be reviewed and forwarded to Human Resources, which will confirm that a criminal record background investigation reveals the applicant has no felony conviction or disqualifying criminal history, and will 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 Chief, TDEM 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. Temporary certifications are authorized for ninety days. Procedures for certification are as follows:

a. The SRO will forward an applicant’s completed Certificate and Identification Card to the Chief, TDEM. The SRO’S signature on these documents will indicate to the Chief that the applicant has been recommended and approved for certification. After the Chief and SRO 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 four-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.

5. Acting in an unprofessional manner that would bring discredit to the program or the Division of Emergency Management.

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 emergency communications 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. When the permanent certification is received, the temporary card will be destroyed.

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 in the form of 2 to 6 or more characters in length.

The Suffix identifying positions supporting the Texas Division of Emergency Management (at the SOC) is 1, followed by alpha characters indicating alternates (the State RACES Radio Officer is “Unit 1” and any alternates would be 1-A, 1-B, etc).

State Regional RACES Officers (RRO) are assigned a two-character alphanumeric suffix conforming to the RACES Disaster Region they support. The RRO for Disaster Region 1 would be designated R1, Region 2 would be R2, etc. Alternates to these positions are further identified with alpha characters i.e. R1-A, R2-A, etc.

State RACES District Radio Officers (DRO) are assigned two-character numeric suffixes conforming to the RACES Disaster District they support, in conjunction with the Texas Disaster District Boundaries (i.e., the State RACES DRO 24 supports the Texas Disaster District (TDD) 24 and the State RACES DRO 14 supports the State TDD 14, etc.). Alternates to these positions are further identified with alpha characters (the alternates to the State RACES District 12 Radio Officer would be 12-A, 12-B, etc.). (Note: TDD and DDC can be interchangeable acronyms. See Glossary for explanations of each).
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 are further identified with alpha character to the basic suffix (i.e., 12-123-A, B, C, etc).

State RACES Agency Liaison Stations, other than 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 Health Department Headquarters is AL-B). A number to the basic alpha suffix will identify the alternates (i.e., AL-B1, B2, B3, etc). State Agency field office Liaison Stations, other than the American Red Cross, will use the “AL”, followed by the RACES district designator and the agency designator. (For example: the Health Department field office in the RACES District 12 will be identified by the suffix AL-12-B). A number to the basic suffix will identify the alternates (i.e., AL-12-B1, B2, B3 etc). The 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

The SRO will maintain a roster of all State RACES personnel. 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. Roster / member status information will be made available via the web based program called WebEOC. Access to the program will be provided to the RROs / DROs and required TDEM staff.
7. Renewals

State RACES certification will be valid for a four-year period. DROs and RROs will be provided access to the WebEOC program, thus providing them real-time access and visibility regarding the expiration dates and statuses of members. The DRO will indicate the recommended action, either re-certification or deletion of those individuals whose certifications are due to expire. Those members who have not been recommended for re-certification by the DRO will be deleted from the 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 will complete a new membership application (Revised 2012), Disqualifier form and will include a copy of their current FCC license. Upon approval from the DRO, and successful background check, they will receive a new identification card valid for another four-year term. DROs will also need to complete a new membership application (Revised 2012), Disqualifier Form and will also need to include a copy of their current FCC license. Upon approval from the DC/RRO/SRO, who will verify those DROs who have been actively participating to further the State RACES program within their district, the DRO will be renewed for another four-year term. Any DRO who has not been recommended/approved for continuation by the DC/RRO/SRO, 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. Renewals should be submitted 60-90 days prior to expiration.

8. Termination

If a member does not actively participate in the program or whose conduct does not reflect positively upon the program, they will be removed from the program for cause. The SRO/RRO/DC/DRO as applicable will provide documentation detailing the lack of participation or negative conduct.

Reports

This section explains the required reports (State Net Control Station Report, Emergency Net Activation Message and After Action Report) and the reporting frequency.

In order to manage the Texas State RACES program and to better inform personnel of activities affecting them, a scheduled reporting system is necessary. The following reports should be submitted during the fiscal year:
1. State Net Control Station Report

A Net Control Station (NCS) report will be compiled and submitted to 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 sign 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.

2. Emergency Net Activation Message

Whenever a State RACES net is activated in support of a local EOC that has activated during a local emergency, a net activation message will be sent IMMEDIATELY to the applicable DC / DPS district office, the applicable DRO and RRO, the State Operations Center (SOC) and the State RACES Radio Officer. The message will advise the time the net was opened, the operating frequency, and the nature of the disaster or emergency.

3. After Action Report

An After Action Reports (AAR) will be submitted following the activation of the State RACES Net during major incidents. The CLO will submit their information to their respective DRO. If a DRO has multiple reporting CLOs, they can consolidate the information into one DRO report. The DRO will submit their consolidated report to their RRO. If a RRO has multiple reporting DROs, they can consolidate the information into one RRO report. The RRO will submit their consolidated report to the SRO. RROs and DROs can establish additional AAR reporting as required to support their training and operational reporting requirements.

Committees

This section explains process of creating ad-hoc committees to support major projects or issues that may affect the RACES program.

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. The SRO will designate specific individuals having specialized knowledge of the subject concerned will form ad hoc committees. Once the review of the subject is complete and a recommendation is made by the committee, and accepted as complete, or the project has been completed, 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 will be made by the SRO.
Record Maintenance
This section explains the records maintenance and retention process that RACES members may be required as a participant in the program.

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 should maintain a copy of records showing participation in the program, including station logs and copies of message traffic sent and received, for at least three years.

Plan and SOP Distribution and Maintenance
This section explains distribution and maintenance process for this SOP / Plan.

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. Copies of the SOP will be available from the TDEM website: https://tdem.texas.gov/races/

Maintenance
Overall maintenance of the Plan and SOP is the responsibility of the State RACES Radio Officer. Individual members may make recommendation for change of these documents, with adequate justification. 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.

Operations
This section explains the Modes of Operation, Radio Frequency Bands, Radio Networks and the Net Control process used within the Texas RACES program.

These operating practices were compiled by Radio Amateurs from practices in general use; recommendations of the American Radio Relay League (ARRL); and, State RACES Ad hoc 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, 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 is required in the interchange of messages. Local RACES SOP’S should be in alignment with the State RACES SOP to enhance standardization of procedures in message handling when local and State RACES are interfaced.

Modes of Operations

The modes of operation used in RACES networks will be include 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 variables must be considered when deciding which mode is required and chosen. 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 precision, tactical communication 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, Pactor 1,2,3, WinLink/Winmor, : In high precision situations
CW: In situations when propagation prohibits the use of other modes of communications.

Techniques under evaluation for future EMCOMM use:


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 statewide 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 statewide.

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).

- State Net

This is statewide State SOC to Disaster District SOC/State Agency voice and data network. Stations on this net may include the State SOC, one or more of the Disaster District SOC’S, 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 7255 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.

- District Nets

These are intra-district voice and data networks between the Disaster Districts DRO 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.

- Local Government Nets

These are local government RACES networks for voice and data communications between the city or county, SOC, 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 SOC and the local government. State RACES County Liaison Stations should encourage and participate in regular local RACES nets for the purpose of testing and training. Times and frequencies for these local nets should be designated by the local jurisdiction’s RACES Radio Officer.

**Net Control Station (NCS)**

- Designation of the NCS

The NCS of 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.

- 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 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 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. A NCS report should be prepared from this documentation and sent to the State RACES Radio Officer within five days of net deactivation.

- Authority of the NCS

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

**FCC Rules and Regulations Concerning RACES**

This section provides /explains the FCC Rules and Regulations that apply to the RACES program, to include frequency bands used and authorized station contacts.

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, and in accordance with the FCC Omnibus Amateur Radio Report and Order October 04, 2006 (R&O 100406), The Texas RACES stations will operate on the frequencies previously allocated to the RACES program. These frequencies are:

(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.

(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.

(4) (R&O 100406) paragraph 50 Decision, removed the restrictions on which frequencies RACES may operate on. However, to prevent confusion and reduce the need to modify existing systems, the Texas RACES program will continue to operate on the current frequencies listed in subparagraph (1) above.

(5) Applicable 60-Meter frequencies as may be allocated to Amateurs by the FCC.

(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 the FCC authorizes such communication.

(5) (R&O 100406) paragraph 51 reiterated that RACES stations will only communicate with other RACES stations. The Texas RACES program incorporates other entities that support emergency operations. Thus the SOP / Plan are clarified to delineate which agencies / entities the Texas RACES programs includes:

a. RACES stations with other RACES stations on assigned RACES frequencies.

b. RACES station at the SOC will communicate with MARS stations on assigned MARS frequencies.

c. RACES station at the SOC will communicate with FEMA on assigned FEMA stations with FEMA assets and assigned FEMA frequencies.

d. RACES station at the SOC will communicate with the SHARES net (Shared Resources HF Radio Program) on SHARES assigned frequencies.

e. RACES stations can communicate with ARES stations if there are assets available to monitor both the RACES net and the ARES net.

f. RACES stations can communicate with State agencies (SALS - State Agency Liaison Stations) if assets are available.

g. RACES stations with Amateur Radio Emergency nets, National Traffic system nets, individual amateurs with emergency traffic, Hurricane and SKYWARN nets, military nets, if assets are available to monitor RACES nets and additional nets. This includes communications for training and simulated emergency purposes. This list is not all-inclusive.

(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. Emergency / Operations Centers are civil defense entities.
(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.

(iv) A station in a service regulated by the FCC whenever the FCC authorizes such communication.

(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 life safety of 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.

(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.

**Permissible Communications, Limitations and Restrictions**

_This section explains the permissible communications, limitations and restrictions applicable to the RACES program._

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 should be used to transmit or receive messages for hire, nor for communications for material compensation, direct, or indirect, paid or promised.

3. All messages that 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 phrases or innuendoes should be use.

5. No codes or ciphers will be use.

**Message Format**

_This section explains forms and format used within the RACES program._

Any message originating in the State Radio Amateur Civil Emergency Service for transmission through the RACES network will be submitted on an approved form or on approved WebEOC forms such as the Radio Log or follow those formats.
Message forms may be locally reproduced but must be without change to the State approved forms. This is to ensure compatibility of RACES messages with TDEM, the primary State agency responsible for emergency communications.

The message text will include the name of emergency management or applicable legal 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 Texas Division of Emergency Management District Coordinator (DC).

Examples of approved forms are listed in attachment 2

**Message Handling and Service Messages**

*This section explains the message handling process used in the RACES program.*

**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, 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.

**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.

**Voice Operating Procedures**

*This section explains procedures used when operating a RACES net, to include opening a Voice Net and the transmission procedures.*

Transmissions on voice nets should be in 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 should 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.

**Opening a Voice Net**

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

   **Five minutes before the net begins:**
   
   “This is (your call sign), unit (your RACES unit number), I will be serving as net control for the Texas State Net Control Station in the Radio Amateur Civil Emergency Service to begin at nnnn hours. Please stand by.

   **At the beginning of net:**
   
   This is (your call sign), unit (your RACES unit number), Net Control Station for the Texas State Radio Amateur Civil Emergency Service, operating on 7.255 MHZ (or applicable 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 quiet.
this frequency clear. RACES stations checking into this net should say “this is”, then un-key to determine if doubling with another station, and then slowly identify station phonetically, give your Unit Number only, location of operations and advise the Net Control of any traffic. Operators should be ready to relay stations unheard by the net Control.

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 12-453, operating from the Travis County EOC, no traffic, over”.

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

Example: “This is K5XYZ, Unit 12-453, operating from the Travis County EOC, 3 messages for your station, over”.

**Initiating and Ending Transmissions**

1. Initial Transmission

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

2. Abbreviated Call

   The abbreviated transmission should consist of the RACES unit designator. This should 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 for 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".

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 their reason for the request.

Example: “K5XYZ this is K5AAA, traffic for your station, Over”. K5XYZ will either give their permission to proceed at that time or advise K5AAA to wait.

Example: “This is K5XYZ, wait”.

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

### Voice Message Transmission

When permission has been received from NCS to pass traffic, the receiving station is called and advised to “send your traffic”.

For example, the sending station has the following message to transmit:

<table>
<thead>
<tr>
<th>TO:</th>
<th>DDC 4 Garland</th>
<th>POSITION:</th>
<th>District Coordinator 4 Garland</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>Jon Doe</td>
<td>POSITION:</td>
<td>Kaufman County EMC</td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>REQUEST FOR RACES SUPPORT</td>
<td>DATE:</td>
<td>01/08/2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TIME:</td>
<td>1355</td>
</tr>
</tbody>
</table>

**MESSAGE:**

Communications into flooded area have failed. District Radio Officer Johnny Doe was contacted to provide RACES support.

**SIGNATURE:** Jon Doe

To transmit, proceed as follows:
“This is K5AAA” (pause)
“Message Number Four” (pause)
“January eight” slant, one three five five (pause)
“K5XXX, Dallas, Texas” (pause)
“To District Coordinator Four” (pause) “Garland Texas” (pause)

“Communications into flooded area” (pause)
“have failed” (pause)
“District Radio Officer” (pause)
“Jon Doe” (pause)
“being contacted” (pause)
“to provide RACES support” (pause)

Authority “Jon Doe” (pause)
“Coordinator Kaufman County”

“Over”

When receiving operator is confident that they have received the message correctly, with all required elements, their reply will be:

“This is K5XYZ Roger message number four, Over”

If the receiving operator is not sure they have received the message accurately, they will transmit a request for a “fill” from the originating station. The sending operator will proceed to furnish “fills” until they receive a “Roger, message number four”.

After the sending operator receives a “Roger” to their message, they will, if he has more traffic for that station, say “More to follow” and wait for the receiving station to tell them 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”.

**Emergency Operations**
This section explains the Emergency Net Activation and Emergency Public Information processes within the RACES program.

Emergency Net Activation

Activation of the RACES radio nets during an emergency should normally be done by the State RACES Radio Officer (SRO); however, the Net Control Station should 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.

Emergency Public Information

The Texas 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 the media or general public requests information, RACES operators shall NOT provide the information. Instead, the person requesting the information should be referred to the PIO.

Glossary

This section explains the terminology used within this Plan / SOP.

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 programs.

Amateur Radio

Amateur radio (also called ham radio) is the use of designated radio frequency spectrum for purposes of private recreation, non-commercial exchange of messages, wireless experimentation, self-training, and emergency communication. The term "amateur" is used to specify persons interested in radio technique solely with a personal aim and without direct pecuniary interest, and to differentiate it from commercial broadcasting, public safety (such as police and fire), or professional two-way radio services (such as maritime, aviation, taxis, etc.).

ARES

The Amateur Radio Emergency Service ® (ARES ®) consists of licensed amateurs who have voluntarily registered their qualifications and equipment for communications duty in the public service when disaster strikes. Every licensed amateur, regardless of membership in the American Radio Relay League (ARRL) or
any other local or national organization is eligible to apply for membership in the ARES. Training may be required or desired to participate fully in ARES. Please inquire at the local level for specific information. Because ARES is an Amateur Radio service, only licensed radio amateurs are eligible for membership. The possession of emergency-powered equipment is desirable, but is not a requirement for membership.

ARRL

Founded in 1914, the American Radio Relay League (ARRL) is the national association for amateur radio in the USA. Today, with more than 150,000 members, ARRL is the largest organization of radio amateurs in the United States. The ARES program is organized through the ARRL.

CCG

The Communications Coordination Group (CCG) (under TDEM), will serve as the primary agency for communications and will be responsible for state-level coordination of services and acquisition of assets. The CCG’s mission is to provide an integrated, state-wide, approach to communications. This is done through the facilitation of interagency coordination and collaboration, providing efficient and effective pre-planning for communications support to joint, interagency, and intergovernmental task forces prior to and during a disaster.

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.

Disaster District Committee (DDC)

As prescribed by Chapter 418 of the Texas Government Code, a disaster district committee (DDC) consists of representatives of the state agencies, boards, commissions, and organized volunteer groups with membership on the Emergency Management Council. The Highway Patrol commanding officer of each district serves as chair of the Disaster District Committee and reports to the assistant director of the Texas Department of Public Safety (DPS) on matters relating to disasters and emergencies. The Disaster District Committee chair is assisted by the Council representatives assigned to that district, who provide guidance, counsel, and administrative support as required. The Disaster District Committee chair
serves as the authoritative liaison between the district’s local officials and the Jack Colley State Operations Center (SOC) during large-scale disasters or emergencies.

**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.

**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.

**FCC**

The Federal Communications Commission (FCC) regulates interstate and international communications by radio, television, wire, satellite and cable in all 50 states, the District of Columbia and U.S. territories. It was established by the Communications Act of 1934 and operates as an independent U.S. government agency overseen by Congress.

**FNARS**

FEMA National Radio System (FNARS) is a continuity communications system for use when all other means of communications have been rendered inoperable. FNARS provides the President and other federal officials with resilient and assured voice and data networks with connectivity to the FEMA regions, State Emergency Operations Centers (EOCs), key facilities, and other locations to help meet information sharing requirements at any time, across the full threat spectrum

**MARS**

MARS stands for Military Auxiliary Radio System. MARS is a Department of Defense sponsored program, established as a separately managed and operated program by the Army and the Air Force. The program consists of licensed amateur radio operators who are interested in military communications on a local, national, and international basis as an adjunct to normal communications.

**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).

**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 operations of the Net on the air.

**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)

**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.

**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 purpose of the State RACES program, both types of stations are RACES stations.

**SATERN**

The Salvation Army Team Emergency Radio Network (SATERN) is a network of volunteer amateur radio operators that provide emergency communications between Salvation Army posts, and pass messages with health and welfare information between the Salvation Army and the general public. The group is open to amateur radio operators of all license classes, and of any (or no) religious faith. SATERN routinely operates on VHF and HF ham bands, but may operate any mode on any amateur radio frequency during an event.
SHARES

The SHARES (Shared Resources) HF Radio Program brings together the assets of over 1,000 HF radio stations worldwide to voluntarily pass emergency messages when normal communications are destroyed or unavailable. SHARES use common radio operating and message formatting procedures and more than 250 designated frequencies. Participation in SHARES is open to all Federal departments and agencies and their designated affiliates on a voluntary basis. More than 90 Federal, state, and industry organizations currently contribute resources throughout the United States and in 26 countries and U.S. possessions.

WEBEOC

WebEOC is a web based Critical Incident Management Software (CIMS) program that provides situational awareness, interoperability and information sharing capabilities, without users having to be in the same physical location. Access is controlled and provided through use of password protected user accounts.

________________________  _______________________
(Date)                    (Chief, TDEM)
### DISTRIBUTION LIST

<table>
<thead>
<tr>
<th>JURISDICTION/AGENCY</th>
<th>NUMBER OF COPIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEMA Region VI</td>
<td>2</td>
</tr>
<tr>
<td>FCC Field Office Dallas</td>
<td>2</td>
</tr>
<tr>
<td>FCC Field Office Houston</td>
<td>2</td>
</tr>
<tr>
<td>TDEM Field Operations Staff</td>
<td>120</td>
</tr>
<tr>
<td>Regional RACES Officers</td>
<td>9</td>
</tr>
<tr>
<td>RACES Certified Radio Operators</td>
<td>600</td>
</tr>
<tr>
<td>CHANGE NUMBER / DATE</td>
<td>DATE OF ENTRY</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>