



RADIO AMATEUR CIVIL EMERGENCY SERVICE COMMUNICATIONS RESERVE

Member's Procedural Manual

County of Riverside Emergency Management Department

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Section I: Record of Changes

Change Number	Section	Date of Change	Individual Making Change	Description of Change
1	All sections	06/26/2017	Dana Lagunas (EMD), Jennifer Smith (EMD), 2017 RACES Executive	Revised content for readability, updated contact information, and expansion of operational responsibilities.
2	All sections	07/01/2018	Dana Lagunas (EMD), Jennifer Smith (EMD), 2018 RACES	Updated contact information, expansion of operational responsibilities and updated frequencies
3	All sections	11/15/2019	Marilyn Castaneda (EMD), Jennifer Smith (EMD) and 2019 RACES Executive Committee	Updated Activation Overview and added earthquake response.
4	All sections	06/09/2020	Ken Rotker and Michelle Kelly	Updated to reflect changes in reporting structure. Updated contact information. Adjusted tense, font style and size as appropriate. Updated formatting and spacing.

Several of the appendices (separate documents) have been obtained from electronic sources; therefore, due to the evolving nature of some of these documents and, consequently, various procedures within this manual, it is important that you ascertain the most current versions offered at the time needed. The website addresses have been included with those appendices for your convenience.

Section II: Manual Modifications

Modifications and/or updates to the Radio Amateur Civil Emergency Service (RACES) manual will be brought before the RACES Executive Committee (REC) for review and approval. The REC consists of the Chief RACES Officer, Operations Section Chief West, Operations Section Chief East, Administrative Section Chief, Planning Section Chief, Logistics Section Chief and Training Chief. Any change to the manual requires a majority vote. There must be at least three members of the REC present for a vote to take place. Approved modifications will be presented to the County of Riverside Emergency Management Department (EMD) for final approval. All manual modifications will be done once a year in the month of May and will be put into effect July 1, start of fiscal year. If a modification needs to be completed before the yearly review, REC and EMD will discuss the urgency for the change and decide if it is warranted. EMD retains final approval authority for all changes to the manual.

Section III: Overview

A. Primary Mission

The primary mission of RACES is to provide communication services during an emergency and/or disaster, that includes the use of portable and/or fixed stations, either as a back up to established communications, or as a fill-in, where communications do not normally exist.

B. RACES Activations

RACES may be activated at the request of any governmental agency within the boundaries of Riverside County in the event of an emergency or disaster, with coordination through EMD. An example of a governmental agency may include any City, County agency or Special District (e.g. Water District, School District, or Community Service District).

C. Agencies Supported

RACES works with and provides, as requested, communication services for non-governmental organizations (NGO's), such as the American Red Cross, Riverside County Volunteer Organizations Active in Disaster (RivCoVOAD) and other local groups. RACES is available to be of service in various capacities in time of emergency or disaster. RACES will provide support to these organizations at the request of EMD.

D. Interaction with Other Communications Groups

RACES may interact with other communications groups such as ARES (American Radio Relay League Amateur Radio Emergency Services), ACS (Auxiliary Communications Service), and others, provided they are registered as Volunteer Disaster Service Workers. RACES is the official emergency communications arm of EMD and Riverside County.

Section IV: Authorities

RACES is the lead organization that provides amateur communication support and response within state and federal regulation.

The authority for RACES is outlined in the United States Code of Federal Regulations, Title 47, Chapter I, Subchapter D, Part 97, Subpart E §97.407. As implemented on the national level, RACES is the responsibility of the Federal Emergency Management Agency (FEMA) which is part of the Department of Homeland Security. In the State of California, RACES is the responsibility of the California Governor's Office of Emergency Services (CalOES). In Riverside County, RACES is the responsibility of EMD.

Section V: Member Eligibility Requirements

1. Possess and maintain current licensure by the FCC in the Amateur Radio Service.
2. Complete an EMD Volunteer application, along with pre-requisites.
3. Must complete fingerprinting for a California Department of Justice (DOJ) and FBI criminal offender record information search, resulting in a clean background.
4. Must attend a Volunteer Program Orientation and complete the swear-in by EMD as a Volunteer Disaster Worker.
5. Must be 18 years or over.

Section VI: Member in Good Standing Requirements

1. Maintain membership in good standing with Riverside County as a Volunteer Disaster Service Worker.
2. Maintain current licensure in good standing as an amateur radio operator with the FCC.
3. Maintain at least one 2-meter radio of 5 watts or more output in working order at all times.
4. Possess a photo identification card issued by EMD.
5. Complete all required basic training described in this manual.
6. Maintain a uniform in compliance with the requirements outlined in this manual.
7. Attend at least three (3) regular RACES meetings and training sessions per year.
8. Participate in at least one (1) drill, exercise, training, or community event per year.
9. Answer eight (8) or more regular District Roll Calls per year.

Section VII: RACES Organizational Chart

Command Staff- RACES member that works within the Emergency Operations Center (EOC).

Operations West- Deputy Section Chief that oversees personnel and operations from the eastern boundary of Moreno Valley to the western portion of Riverside County.

Operations East- Deputy Section Chief that oversees personnel and operations beginning at the Beaumont/Banning Pass area including the City of Calimesa out to Blythe.

Administration- an Executive team that performs administrative duties and makes recommendations to RACES and EMD management.

Based on the newest EOC organization chart, the RACES Group Leader will report to the Communication Leader in Logistics, which is headed by RCIT.

Section VIII: RACES Activation

- a. See TABLE Attachment (page 15-16)
- b. All RACES activation requests from any governmental or non-governmental agency shall be made through EMD (refer to Overview on page 4). EMD will attempt to notify RACES through the Riverside County Emergency Notification System, telephone, radio, or any other means available. A catastrophic disaster where communications are severely affected may warrant self-deployment until communication is restored through the primary Emergency Operations Center (PEOC) and East County Emergency Operations Center (EC EOC).

Once RACES is activated, the district RACES Emergency Coordinator (EC) will notify those operators in his/her district and coordinate with the appropriate RACES Branch Director and RACES Operations Section Chiefs. The RACES EC may call or announce the activation on the radio.

- c. RACES members should always be prepared.

Additional information will be passed on as it becomes available. It is important that operators monitor the prearranged district frequencies and resource nets when a RACES activation is pending. (Please see the frequency lists in Appendix 7 for your district).

- d. Radio Nets

The RACES leadership, EC, or designee may initiate a RACES resource net for purposes of determining the status and availability of the district. RACES EC's will report the overall status and availability of their District to the appropriate RACES leadership and await further instructions.

- e. RACES Management Watch

During times of anticipated threats to the county (e.g. incoming severe weather, etc.), EMD may request RACES members to be placed on Management Watch or a higher level of preparedness. During this level, EMD may activate certain components of RACES (i.e. PEOC, AEOC, or specific parts of the County, branches, or districts) and it is expected that the activated RACES component conduct frequent radio system checks in order to ensure reliability of the communications equipment and to determine the status and availability of district RACES members within their specified areas.

If it is determined that there are insufficient communicators available and an area is left uncovered from adjacent districts, it is expected that the RACES leadership will identify and coordinate coverage with mutual aid communicators within the exposed area.

During any level of activation, all equipment should be tested. If it is determined that any of the communications equipment is found to be inoperable, this information should be forwarded immediately to EMD to determine alternative methods and a plan for repair.

f. RACES Initiated Emergency Activation

A member of the RACES leadership staff, an EC or their designee, may initiate an activation based upon a human-made or natural disaster that results in the significant loss of normal communication requiring EMD to initiate an emergency activation necessary to protect life and property.

During a catastrophic disaster where communications are severely affected, all radio operators will report to their designated locations, and report on local conditions. They will be responsible for coordinating message traffic to their designated PEOC or EC EOC. Those radio operators that do not have a specified operating location will report to their EC on conditions that they are observing.

A member of the executive staff shall be located to the designated PEOC or EC EOC to:

1. Represent the RACES organization and help determine the best use of the radio operators and ensure that they have adequate support.
2. Assist with any workers compensation issues that may arise, in coordination with the Finance and Administration Section in the EOC.

g. RACES Support to Other Agencies

RACES primarily support EMD; however, RACES is available to support all governmental agencies, such as county departments and special districts, as well as non-governmental agencies, including, but not limited to hospitals, American Medical Response (AMR), the American Red Cross, search and rescue groups, Salvation Army, and Riverside County Voluntary Organizations Active in Disaster (VOAD).

RACES is not available to assist commercial endeavors except in the event of a local declared emergency or disaster. In this case, RACES would only act if a request is made through the EOC for the assistance of RACES and they are deployed to that commercial entity support role.

Agency Activation

An agency may request RACES support through EMD, RACES leadership or the local EC. The RACES member receiving the request must notify their EC and/or Command Staff who will work with the EMD Duty Officer to obtain approval and an Event Number (See Appendix 5 for the Event Number Request Procedure).

h. Mutual Aid Service

Mutual aid is an agreement among emergency responders to lend assistance across jurisdictional boundaries. This may occur due to an emergency response that exceeds local resources.

Section IX: Planned Events

EMD must approve RACES participation in any planned training or exercise event. (See Appendix 5 for the Event Number Requests Procedure).

Section X: Typical Activities

RACES activities include:

- Training exercises
- Search and rescue
- Shadow to agencies such as Animal Services
- Health and welfare, supporting the County Health Department
- Damage assessment reports
- Red flag patrols
- National Weather Service (NWS) SKYWARN program
- City/City or City/County Supplemental or Fallback Communications
- Support of Field Public Information Officer (PIO)
- Resource management and tracking
- Staffing evacuation shelters
- Public service events

These activities may be a direct request for service, either as a training exercise, mutual aid resource, or as normal operations within the Riverside County Operational Area.

Section XI: Operations

a. Net Operation Protocol

A net provides a means for orderly communication within a group of stations. Each net operation will be under the supervision and control of an experienced RACES member. RACES nets are directed nets and traffic will be limited to the mission requirements. In disasters of extended magnitude, RACES will be activated so that a Resource Net is established in each district. No individual station operator will participate in a net, a band, or any type of operation outside the class of his/her license unless under the direct supervision of a licensed operator in the class of operation being conducted.

b. Net Frequencies

Net frequencies may be obtained from your local EC.

c. Typical Operation Assignments

A variety of communication assignments may include but are not limited to:

- Fixed station operation
- Mobile or portable field operations
- Relay (in the event of no repeater coverage)
- Ride-along mobile operations or function as a shadow

Section XII: Uniform Regulations

The RACES uniform must be worn at planned events, special events, and meetings sanctioned by RACES. Casual use of the uniform is not authorized. In lieu of wearing the RACES uniform, a RACES ID Card will suffice for casual meetings where RACES presence is appropriate. If the event has an event or incident number and the RACES member is representing RACES, the RACES uniform is to be worn.

RACES members are required to meet uniform regulations at all events, planned or active, for which a Riverside County event or incident number has been obtained. The only exception would be a coordinated deployment outside of Riverside County.

All uniform apparel will be clean and wrinkle free.

1. Uniform Shirt - either of the following is acceptable:

- A designated uniform shirt, long or short sleeve, will be worn during all RACES activities. The County of Riverside EMD RACES patch is to be sewn on the left shoulder and the RACES patch will be sewn on the right shoulder. EMD will supply the required patches.
- A designated polo shirt with the County of Riverside EMD/RACES logo embroidered over the left chest and the first name initial, last name, and call sign embroidered over the right chest.
- No other patches or emblems, except for the Amateur Radio Emergency Service (ARRL Diamond) patch, sewn on the left shoulder of the designated dress shirt, may be worn. A RACES polo shirt may be worn in lieu of the uniform dress shirt during club activities only, but not during active incidents.

2. RACES Identification Card

- The RACES ID Card is to be attached by a suitable clip to the right breast shirt pocket.

3. Pants/Trousers

- Pants/trousers must be full length (no shorts or cutoffs) and of a solid, dark blue, dark gray, or black color. For field operations, a utility fabric may be used, such as "jeans." A plain leather belt (black) and buckle may be worn.

4. Protective Outer Garment – Weather Dependent

- Outer garments (vests or jackets) may be of a solid white, dark blue, dark gray, or black color. The County of Riverside EMD RACES patch must be sewn on the left shoulder and the RACES patch must be sewn on the right shoulder. County of Riverside EMD will supply the required patches.
- No other patches or emblems except for the Amateur Radio Emergency Service (ARRL Diamond) patch sewn above the left pocket may be worn.

5. Shoes

- Shoes or boots appropriate for your assignment should be worn. Athletic style shoes in black are acceptable. Sandals or open toed shoes are prohibited. For field activities, it is advisable to wear a sturdy boot.

6. Headgear

- A RACES ball cap or wide brimmed hat, in black or dark navy blue, or an amateur radio call sign cap displaying your call sign in gold embroidery may be worn for planned, sanctioned RACES non-incident events.

Section XIII: Suggested Equipment

The following is a list of recommended equipment RACES operators may need during an assignment (this list is not exhaustive and can be tailored to meet personal needs):

Personal Gear

- First aid kit
- Knife/tools
- Glasses and hat
- Sleeping bag
- Waterless cleaner
- Prescribed medications
- Extra prescription glasses
- Appropriate clothes (change of clothes)
- Flashlight with batteries
- Sturdy shoes and extra socks
- Food and water (3-day supply)
- Hand-operated can opener
- Waterproof matches
- Toilet tissue
- Tissue
- Sunblock
- Wet wipes

Radio Gear

- Power adapters

- Spare batteries (alkaline pack)
- Molex, power pole, etc.
- Spare fuses
- Antennas (mag-mount, roll-up J)
- Coax jumpers/feed line
- Broadcast radio
- Earphones

Administrative Supplies

- Clip board and notepad
- Repeater directory
- ICS-214 Forms
- Pens/pencils
- This manual

Section XIV: Guidelines

Procedures

Before responding to any emergency, RACES members should ensure personal and family safety. Check in on the District's primary repeater or simplex frequency. If the repeater is down, the output frequency of the repeater should be used. The first RACES member on the air will function in the role of net control. Names, locations, and call signs of all stations that check in are to be documented.

In some cases, a RACES member will be asked to stand-by on the frequency if operators are not needed immediately. The RACES member will monitor the frequency until the net is shut down, or it is confirmed that there will be no further need for operators.

Demeanor

RACES personnel shall maintain the highest standards of performance and behavior when called to serve. Members must present themselves in an organized, professional manner. Dress appropriately (as outlined in Section XI, Uniform Regulations). Clothing should be clean and wrinkle free. RACES members will be working with professionals who expect professionalism in return. Listen more than you speak and become familiar with how your serving agency operates. Check to see if radio traffic is interfering with nearby conversation. RACES members should use headphones unless in an area by oneself.

RACES members are not policymakers. Be prepared to facilitate communication, whether it is on a cell phone, computer, or amateur radio.

Membership Expectations

1. Licensed amateur radio operator at the technician level or above.
2. Willing to commit time at inconvenient hours and occasions.
3. Attend and participate in at least three (3) district events and/or meetings per year.
4. Attend at least eight (8) RACES Monthly Communication Test and District NETS or other sanctioned events and aid in the development of needed skills and knowledge.
5. Demonstrate the ability to perform with a high standard of customer service, professional conduct, and civil responsibility.
6. Radio operators should be familiar with their respective equipment and keep it in good working order. It is recommended that members try to attend all training classes offered.
7. RACES members should check in with their respective local nets on a regular basis. Participate in drills, public service events, and actual incidents. Present oneself as a positive, capable resource.
8. Prepare to be a leader.
9. Members that fail to meet the minimum requirements of training, nets, meetings and event participation may be placed in an inactive status and cannot be used on callouts as radio operators but may be used for non-radio operations. Such members shall meet with their District EC to work out a plan to return to active status.

Discipline

It is the intent of this manual to clearly explain the procedures for RACES members to follow. It is important for all RACES members to know and abide by the policies and procedures stated in this manual. Failure to follow these policies may result in disciplinary action, up to and including dismissal.

When a non-ranking RACES member receives a complaint, it is important for that individual to forward the allegation onto his/her Emergency Coordinator (EC) or acting supervisor. The EC will then contact their respective RACES Division Chief. This may be achieved in writing. The RACES Division Chief, in consultation with the RACES Chief Officer and a designated EMD Representative, will thoroughly examine the facts. If a determination is made that the allegation is factually true, it will be the responsibility of the applicable Emergency Management Program Supervisor, in consultation with the RACES Chief, to determine what disciplinary action is necessary.

Disciplinary options include:

- Remedial training
- Verbal counseling
- Written warning
- Suspension
- Dismissal

Appeals

There is no right of appeal for a RACES member who has received a verbal counseling, written warning or requested to attend remedial training. However, any RACES member who has been notified that he/she will be suspended or dismissed may file an appeal within 10 (ten) days of written notification of the disciplinary action to the Emergency Services Division Emergency Service Manager and/or Emergency Management Program Supervisor. The appeal must be in writing and state the reason(s) for the appeal. The Emergency Services Division Emergency Service Manager and/or Emergency Management Program Supervisor will investigate the

circumstances leading up to the disciplinary action. Such investigation may include interviews, written statements, and review of all reports and documents. The discipline may be upheld or modified as deemed appropriate. The decision of the Emergency Services Division Emergency Service Manager and/or Emergency Management Program Supervisor is final.

Improper Conduct

If it is determined that a member is involved in improper conduct or behavior, discipline may be appropriate. Categories of “other improper conduct or behavior” may include, but not be limited to:

- **Criminal conduct**
 - Inappropriate use of ID or misstatement of official position
 - False statements
 - Stealing
- **Other Inappropriate Conduct**
 - Insubordination
 - Inappropriate or abusive language on the radio or in person
 - Self-dispatching to incidents without proper notification or request
 - Any other violation of policies or procedures set forth by this procedural manual
 - Abandonment of an assigned position without permission of the Incident Commander, EOC Manager, or Supervisor
 - Consuming alcohol while in uniform

Members are asked to refrain from business and employment opportunities that could nurture or cause a conflict of interest with their affiliation to the County of Riverside RACES team.

Section XV: Activation Overview



**COUNTY OF RIVERSIDE
EMERGENCY
OPERATIONS CENTER
ACTIVATION OVERVIEW**



This is an overview of events that *may* trigger the EOC to activate. The County reserves the right to change or modify their response levels based on the needs of each incident.

ACTIVATION LEVEL	EVENT TYPES	STAFFING LEVEL
1 (MAJOR)	<ul style="list-style-type: none"> •Major earthquake 6.6 or greater magnitude •Major widespread flooding or wind damage occurring •Western United States, So. Cal or Countywide utility outage •Communications failure •Water conveyance system damage •Fuel/natural gas failure •Major hazardous materials •Conflagration in urban area •Wildland urban interface fire •Major law enforcement event(s) •Declared State of War emergency •National security emergency 	<ul style="list-style-type: none"> •Management Staff •Section & Deputy Chiefs •All Branches •Units, as necessary
2 (MODERATE)	<ul style="list-style-type: none"> •Minor to moderate earthquake 5.6 to 6.5 magnitude with damage •Moderate flooding or wind warning occurring or imminent •Supervisory District utility outage •Water system compromised •Major transportation incident •Moderate hazardous materials •Conflagration in urban area •Wildland urban interface fire •Multiple law enforcement event(s) •National security emergency •Major public health emergency 	<ul style="list-style-type: none"> •Management Staff •Section & Deputy Chiefs •Branches, as necessary •Units, as necessary
3 (MINOR)	<ul style="list-style-type: none"> •Minor earthquake 4.6 to 5.5 magnitude with damage •Minor flooding occurring, flood or wind watch •Countywide utility outage •Minor transportation incident •Minor hazardous materials 	<ul style="list-style-type: none"> •Management Staff •Section & Deputy Chiefs •Branches, as necessary •Units, as necessary

	<ul style="list-style-type: none"> • Conflagration in urban area • Wildland urban interface fire • Law enforcement event • Moderate public health emergency 	
MANAGEMENT WATCH /UNUSUAL EVENT	<ul style="list-style-type: none"> • 3.5 to 4.5 magnitude earthquake or earthquake swarms near major fault(s) • Isolated weather event • Isolated utility outage • Minor transportation incident • Fire red flag warning • Community events/festivals • Low public health emergency 	<ul style="list-style-type: none"> • Duty Chief • Other EMD Staff, as
STEADY STATE	<ul style="list-style-type: none"> • Minor earthquake 3.0 to 3.9 magnitude • Rolling blackouts • Homeland Security Advisory System - Low • Low risk of terrorist attacks 	<ul style="list-style-type: none"> • Duty Officer • Emergency Management Center

Section XVI: Communications

Riverside County Emergency Management Department Communications Reserve Service

Modified Mercalli Earthquake Intensity Scale

Intensity	Shaking	Description/Damage
I	Not felt	Not felt except by a very few under especially favorable conditions.
II	Weak	Felt only by a few persons at rest, especially on upper floors of buildings.
III	Weak	Felt quite noticeably by persons indoors, especially on upper floors of buildings. Many people do not recognize it as an earthquake. Standing motor cars may rock slightly. Vibrations similar to the passing of a truck. Duration estimated.
IV	Light	Felt indoors by many, outdoors by few during the day. At night, some awakened. Dishes, windows, doors disturbed; walls make cracking sound. Sensation like heavy truck striking building. Standing motor cars rocked noticeably.
V	Moderate	Felt by nearly everyone; many awakened. Some dishes, windows broken. Unstable objects overturned. Pendulum clocks may stop.
VI	Strong	Felt by all, many frightened. Some heavy furniture moved; a few instances of fallen plaster. Damage slight.
VII	Very strong	Damage negligible in buildings of good design and construction; slight to moderate in well-built ordinary structures; considerable damage in poorly built or badly designed structures; some chimneys broken.
VIII	Severe	Damage slight in specially designed structures; considerable damage in ordinary substantial buildings with partial collapse. Damage great in poorly built structures. Fall of chimneys, factory stacks, columns, monuments, walls. Heavy furniture overturned.
IX	Violent	Damage considerable in specially designed structures; well-designed frame structures thrown out of plumb. Damage great in substantial buildings, with partial collapse. Buildings shifted off foundations.
X	Extreme	Some well-built wooden structures destroyed; most masonry and frame structures destroyed with foundations. Rails bent.

Section XVII: Earthquake Procedures

PROCEDURE FOR REPORTING DAMAGES AFTER AN EARTHQUAKE WHEN AN EARTHQUAKE IS FELT

In the event an earthquake, all Riverside County Emergency Services radio operators who can, should report earthquake observation data (e.g., damage/injuries). If an earthquake is detected, RACES members should tune into the local radio net frequency/resource net frequency to see if any others are reporting effects of the earthquake.

If you do not hear any traffic on the repeater:

- Announce call sign
- State that an earthquake took place
- Ask if other operators on the repeater did as well
- Gather/request information relating to reported damage/injuries

If there are others on the repeater and no Net Control established, the first station will serve as Net Control until relinquished to a local staff officer.

Net control will start recording call signs and the reported Modified Mercalli (Mike-Mike) summaries along with the general area from which the operator is calling.

MODERATE TO MAJOR EARTHQUAKE

If there is a major earthquake, everyone will likely be aware that it has occurred. Under these circumstances, please limit reports to situations where injury or major damage has occurred.

The net control should ask for information in the following order:

- MM7 or higher
- MM1 – MM 6
- Damage/injury reports

REPORTING MIKE-MIKE INFORMATION TO NET CONTROL

Those with a report to make to Net Control should state call sign, name, general location, and best transmitter for the area, then wait for the Net Control to acknowledge.

Proceed with Mike-Mike report as well as status (e.g. available for deployment, not available for deployment, etc.) when Net Control directs to continue sharing information.

Net Control Operator Instructions:

- Establish Net Control and ask stations to stand by and prepare to report Mike-Mike
- information
- Conduct a poll of regions in the county to determine extent of damage in each city.
- The net should be maintained until all reports have been collected, and net control
- should continue to solicit reports until none further are received before closing the net.
- First, ask for reports of injuries and reports of MM7 or higher
- If none, then ask for reports of MM1 through MM6
- When a RACES Officer assumes Net Control, or Net Control is established at the
- EOC, provide the new Net Control operator the information that was collected gathered

- RACES Staff Officer shall also monitor or put out a call on one of the major Southern California
- linked VHF/UHF systems for further information, announcements, and /or support as appropriate.

Section XVIII: Appendices

APPENDIX 1 – RACES ALERTING SYSTEM

The following guidelines apply to all County of Riverside RACES members. The first column lists the code and the level of alert. The third column indicates the tasks to be performed and step-by-step instructions for that level of ALERT.

Management Watch	From Home Station, ensure that there is at least one Station in your district in radio contact with W6CDF RIVERSIDE or W6CDF INDIO. One of these stations will assume COUNTY NET CONTROL.
Level III ALERT	From Home Station, activate your LOCAL NET. Place operators on standby. Advise COUNTY NET CONTROL when LOCAL NET is activated.
Level II/I ALERT	RACES is now activated. Activate the LOCAL NET, EOC, or control point. PEOC W6CDF RIVERSIDE, EC EOC W6CDF INDIO, and ECC W6CDF PERRIS will be operational. Eastern County EOC's or Control Points report to W6CDF INDIO for further instructions. Western County EOC's or Control Points report to W6CDF Riverside for further instructions. Incident number will be given at this time.
400* Stand Down	Declared alert is cancelled. Carry out termination procedures.

The codes 100, 200 and 300 indicate a countywide alert. These codes followed by a District Number indicates that this ALERT applies only to that district. 100-7 would Indicate LEVEL I ALERT for District 7.

The system will be tested each Wednesday at 12 noon. The test will be as follows: **100*0000**. Notify the RACES Deputy Chief Administrative Officer if you do not receive this test.

An email list is currently being used to activate RACES members.

APPENDIX 2 - RACES COMMUNICATIONS SYSTEM TEST

A communications systems test will be conducted on the 1st Monday of each month between 1800 and 2000 hours, local time. Disasters can strike at any time. The following guidelines are designed to make the system test a smooth functioning training operation. Note that most of these guidelines are applicable for an emergency response operation.

BEFORE THE TEST:

1. Review the Riverside County RACES Manual and District RACES Communications Plan. Keep in mind that Amateur Operator's flexibility and versatility are the greatest assets.
2. Brief all RACES operators so that they know and understand the goals of the monthly test.
3. Notify the district amateur radio operator community.
4. Invite district peer amateur radio organizations to participate.

DURING THE TEST:

1. All District or served agency Emergency Coordinators or assistants; activate alerting systems; radio nets, text messages, phone calls, etc. This should be done from home or any available station.
2. Activate the district resource net and conduct a roll call of active members. Record conditions and the number of members that respond on an ICS 214 form (Appendix 9).
3. All operators are to report conditions and status. This report should include call sign and location using the city street and the nearest cross street.
 - Sample Message: "W6TKV, Sun City, Palm and 6th. This station on auxiliary power."
4. Upon receiving, the following will occur:
 - All districts and staff will call W6CDF Riverside, the PEOC, or W6CDF East County, the EC EOC on one of the EOC frequencies and advise what the primary frequency for contact with that station will be.
 - Banning, Beaumont, Calimesa, Mountain, Blythe, Coachella, and Anza Districts will contact W6CDF EC EOC and advise what the primary frequency for contact with that station will be.
 - Diamond Valley, Moreno Valley, Corona, Jurupa, Riverside, Perris, Menifee, and South Districts contact Riverside PEOC and advise Riverside what the primary frequency for contact with that station will be.
 - W6CDF Riverside will conduct a roll call of all districts and Net Control stations.
 - If for any reason your station must shut down, notify Net Control. The station will be logged out of service if calls are not answered.
 - W6CDF Riverside will release all stations on at completion of the test.

AFTER THE TEST:

1. Complete the ICS 214 form (Appendix 9) and forward a copy to County of Riverside EMD Volunteer Program.

APPENDIX 3 – IMPORTANT TELEPHONE NUMBERS

Riverside Office (EMD & PEOC)

4210 Riverwalk Pkwy
Suite 300
Riverside, CA 92505
Office: 951-35-7100

Indio Office (EC EOC)

82-695 Dr. Carreon Blvd Indio, CA
92201

County of Riverside EMD Duty Officer

951-312-5167 or 951-940-6948

Riverside County Fire Dept Station 1 – Perris HQ

210 W. San Jacinto Ave Perris, CA 92570
Office: 951-940-6900

EC EOC RACES Radio Room

Office: 760-863-8063
Fax: 760-863-0419

Radio Operations

951-940-6797

Chief Operator (RACES)

951-955-4722

HF Station

951-955-4756

440 Station

951-955-4757

220 Station

951-955-4758

2 Meter, 220 MHz, 440 MHz

951-955-4759

APPENDIX 4 - RACES LEADERSHIP ROSTER

Name	Position	Call Sign	Email	Cell Number
County of Riverside Emergency Management Department				
Ramon Leon	Preparedness – EMD Deputy Director		rleon@rivco.org	951-377-5303
Mark Bassett	Emergency Services Division – Emergency Services Manager		mark.bassett@rivco.org	951-757-0928
Eric Cadden	Emergency Services Division – Emergency Management Program Supervisor (East)		eric.cadden@rivco.org	760-791-0734
Michelle Kelly	Emergency Services Division – Emergency Management Program Supervisor (West)	KJ6HZR	michelle.kelly@rivco.org	951-355-4553
Jennifer Smith	Emergency Preparedness Division - Program Coordinator II		jtsmith@rivco.org	951-235-3001
Command Staff				
Maureen Hiemstra	Chief Executive Officer	K6BSC	k6bsc@juno.com	760-831-2556
Ken Rotker	Admin Section Chief	W4OFE	krotker@charter.net	951-522-7484
Todd Voigts	Operations Section Chief West	KJ6DGG	kj6dgg@gmail.com	951-264-0219
Harold Witten	Operations Section Chief East	K6TQM	wittenhj@dc.rr.com	760-250-8114
Jeff Lloyd	Logistic Section Chief	N6FRW	jclloyd58@gmail.com	951-232-5691
OPEN	Planning Section Chief			
Branch Directors				
Paul Miglin	Bautista Branch Director	KG6TIL	paul@miglin.net	951-258-5106
Pete Sanders	East Desert Branch Director	KC9CAK	psand7231@me.com	760-399-2514
Kevin Worland	ECEOC Branch Director	NOGLA	kevinworland@yahoo.com	303-748-4662

Jerry Sincich	Hospital Branch Director	KI6RLJ	jsincich1@ca.rr.com	951-454-7715
Jerry Sincich	Northwest Branch Director	KI6RLJ	jsincich1@ca.rr.com	951-454-7715
Sam Shoemaker	Oak Glen Branch Director	KI6NME	srshoe@verizon.net	951-313-3009
Jim Wiley	PEOC Branch Director	AG6EA	jameswwiley@att.net	951-201-2613
Todd Voigts	Southwest Branch Director	KJ6DGG	kj6dgg@gmail.com	951-264-0219
Jeff Lloyd	Systems Branch Director	N6FRW	jclloyd@nicdlady.com	951-232-5691
OPEN	West Desert Branch Director			

Emergency Coordinators

OPEN	Anza Aguanga			
Jerry Sincich	Corona South District Officer	KI6RLJ	jsincich1@ca.rr.com	951-454-7715
OPEN	West Desert District Officer			
Bill Ruttan	West Desert Alternant E C	KK6HRW	roverbill@aol.com	760-320-2425
Pete Sanders	East Desert District Officer	KC9CAK	psand7231@me.com	760-399-2514
Bud Piraino	Hemet District Officer	N6SDS	bpiraino@gmail.com	951-926-4191
Paul Miglin	Mountain District Officer	KG6TIL	paul@miglin.net	951-258-5106
Bill Tell *	Mountain Alternant EC	KD6KTV	wtell@surfcity.net	951-532-2183
Vacant	Norco District Officer			

Steve Higbee	Banning District Officer	KJ6LN	aj6ln@verizon.net	951-260-7595
Frank Mathis	Palo Verde District Officer	KD6FXO	kd6fxo@yahoo.com	760-391-0583
John Hoge *	Palo Verde Alternant EC	KF7HGT	guerilla30892001@yahoo.com	928-916-1907
Ron Braley	Riverside District Officer	KE6RYX	ke6ryx@charter.net	951-316-9963
Loreen Wynja *	Riverside District Alternant EC	KF6ACY	lwynja@charter.net	951-316-1583
Jim Holcomb *	Riverside District Alternant EC	KI6ZLI	jm.hlcmb@juno.com	951-567-5887
George Taylor	Southwest District Officer	K6FDZ	gwrmt@msn.com	951-244-3951

City Liaison Officers

Pete Sanders	Indio (West Desert)	KC9CAK	psand7231@me.com	760-399-2514
Richard Eisler	La Quinta (East Desert)	KJ6UAR	reisler@dc.rr.com	760-899-7865
Lynn Coker	Palm Desert/ Indian Wells (WD)	KK6QJZ	lcoker@dc.rr.com	949-584-6189
Cameron Robbins	Palm Springs (West Desert)	KJ6LWH	crobbins@dc.rr.com	760-285-6648

Other Positions

Jeff Lloyd	Systems Coordinator	N6FRW	jclloyd58@gmail.com	951-232-5691
Mike Mendoza	Training Coordinator	KK6BUW	srmendoza@verizon.net	951-445-3718

APPENDIX 5 – INCIDENT/EVENT NUMBER REQUESTS (MAKE INTO FORM)

The following procedure will be followed when requesting an Incident/Event Number. All requests for Incident/Event Numbers **SHOULD** go through the appropriate RACES Deputy Chief or EMD. In the event you are unable to reach the RACES Deputy Chief, notify the RACES Chief. If unable to reach either, you may then notify EMD directly or through the EMD Duty Officer, if after normal working hours.

The following RACES members are authorized to obtain Incident/Event Numbers:

- Executive Staff
- Training Officer
- Systems Officer
- Primary EOC (PEOC) Officer
- Emergency Command Center (ECC) Officer
- EC EOC Officer
- Emergency Coordinator (EC)
- Assistant Emergency Coordinator (AEC)

DURING NORMAL WORK HOURS:

1. Call (951) 358-7100, County of Riverside EMD
2. Request an event number for RACES in support of an event/incident.
3. Give the date(s) and time of the event/incident.
4. Give the name of the event/incident.
5. Give the location of the event/incident
6. Provide names and call signs of all participants. Unit Log ICS-214 can be submitted in lieu of giving verbal information. Information can be emailed to EMDVolunteer@rivco.org. If the information is not available at the time the event number is requested, state that you will be providing this information at a later time. However, information must be received no later than two working days after the event/incident has ended.

AFTER NORMAL WORK HOURS:

1. Call the EMD Duty Officer (951) 312-5167
2. Follow procedure for during normal work hours (1-6, above)

APPENDIX 6 – COUNTY OF RIVERSIDE RACES JOB DESCRIPTIONS

RACES RADIO OPERATOR

Description

The RACES Radio Operator will furnish communications in the event of an Emergency or disaster, or other non-emergency County event when radio communication is disrupted, overloaded, or unavailable.

Responsibilities

Receive and send radio communications in many varying circumstances and situations.

Act as communication backup in the field, in a mobile unit, in the EOC at an assigned position, or as a shadow.

Qualifications

Licensed amateur radio operator at the Technician Level or above is acceptable.

The individual is willing to commit time at inconvenient hours and occasions.

You are available to attend and participate in at least two events /three meetings a year. *Note: Attending a training class can count towards an event.*

The RACES members' participation in the area meetings and nets is expected and will aid in the development of needed skills and knowledge.

The ability to perform with a high standard of customer service, professional conduct and civil responsibility.

Radio Operator Type I

Location	Riverside County and California Statewide
Position Title	Radio Operator Type I
Purpose	Install, operate, and maintain various communications systems and perform related service to assist officials and individuals in the protection of life and property.
Key Responsibilities	<p>Install communications equipment</p> <p>Operate communications equipment</p> <p>Any other duties as assigned not to exceed this classification and typing</p>
Relationships	Working with County, local government or non- government
Qualifications	<p>Amateur radio or general radio/telephone</p> <p>Qualifications requirements same as Type II and</p> <p>1yr+ supervisory experience</p> <p>Previous deployment experience in a multi-agency or multi-jurisdictional emergency or disaster response</p>
Training	<p>Training requirements same as Type II and</p> <p>Technical Specialty: Radio Operations</p> <p>Communications</p> <p>Amateur Radio Emergency Communications Course (ARECC) – Level 3</p>
Appointed by	Emergency Management Department
Reports to or Partners with	Emergency Management Program Supervisor
Length of Appointment	2-3 Years
Time Commitment	Minimum of 2 Years
Development Opportunities	<p>Be a valued member of EMD Volunteer Program</p> <p>Ability to deploy throughout Riverside County and the State of California</p> <p>Specialized training and skills</p> <p>Emergency response and preparedness</p>

Radio Operator Type II

Location	Riverside County and California Statewide
Position Title	Radio Operator Type II
Purpose	Install, operate, and maintain various communications systems and perform related service to assist officials and individuals in the protection of life and property.
Key Responsibilities	Install communications equipment Operate communications equipment
Relationships	Working with County, local government or non-government agencies.
Qualifications	Qualifications same as Type III and Knowledge of multiple radio services and equipment Ability to act as lead person Previous experience working in assigned position in a multi-agency or multi-jurisdictional disaster exercise Some supervisory experience
Training	Training requirements same as Type III and Intermediate Emergency Management: ICS-200: Basic Incident Command System for Initial Response IS-800 -National Response Framework, An Introduction ARECC – Level 2
Appointed by	Emergency Management Department
Reports to or Partners with	Emergency Management Program Supervisor
Length of Appointment	2-3 Years
Time Commitment	Minimum of 2 Years
Development Opportunities	Be a valued member of EMD Volunteer Program Ability to deploy throughout Riverside County and the State of California Specialized training and skills Emergency response and preparedness

Radio Operator Type III

Location	Riverside County and California Statewide
Position Title	Radio Operator Type III
Purpose	Install, operate, and maintain various communications systems and perform related service to assist officials and individuals in the protection of life and property.
Key Responsibilities	Install communications equipment Operate communications equipment
Relationships	Working with Disaster Corps, County, local government or non-government agencies.
Qualifications	Defer to local requirements Ability to work under supervision Demonstrated ability in use of FRS Demonstrated knowledge of Amateur Radio services and CB or other radio services and equipment
Training	Standardized Emergency Management System (SEMS) IS-100: Introduction to the Incident Command System IS-700: An Introduction to the National Incident Management System Disaster Awareness Training Amateur Radio Emergency Communications Course (ARECC) – Level 1
Appointed by	Emergency Management Department
Reports to or Partners with	Emergency Management Program Supervisor
Length of Appointment	2-3 Years
Time Commitment	Minimum of 2 Years
Development Opportunities	Be a valued member of EMD Volunteer Program Ability to deploy throughout Riverside County and the State of California Specialized training and skills Emergency response and preparedness

A. RACES EMERGENCY COORDINATOR**AVAILABILITY**

- RACES members should put forth best effort to be available during scheduled drills and training exercises, at least 75% of the time.
- Monitor assigned RACES District frequencies regularly, especially during or immediately after news of any disaster.
- Always carry cellphone, answer all emergency calls/texts/emails and be ready to respond or assign a designee to respond to the instructions.
- Be available to conduct or assign a designee to conduct weekly local RACES net; keep records of the check-ins for one year.

RESPONSIBILITIES

- Assume position of District Incident Command or designate an alternate IC for all drills, training exercises or actual emergency activations.
- Maintain a roster of district members by area to include; name, call sign, address, phone number, RACES position held and available equipment as well as any health concerns.
- Conduct regular training exercises within the district.
- Conduct a monthly district RACES meeting to update information, conduct special training exercises, etc.
- Be proactive in finding and recruiting new RACES members.
- Attend Quarterly Riverside County RACES Council (RCRC) meetings.

APPENDIX 7 - RIVERSIDE COUNTY LOCAL OPERATING FREQUENCIES

1. WEST COUNTY FREQUENCIES

1.1 PRIMARY COUNTY EMERGENCY OPERATIONS CENTER

During activation the County EOC will monitor the following frequencies:

2-M repeater	147.915 MHz (-) PL 123.0	
Rim Forest 70cm repeater – OOS	445.020 MHz (-) PL 107.2	<<<<<< These repeaters are linked NOTE: Out of Service (OOS) <<<<<<
Rim Forest 1.25M repeater – OOS	224.260 MHz (-) PL110.9	
Rim Forest 6M repeater - OOS	52.980 MHz (-) PL103.5	
Heaps Peak (HEALTH) repeater (private)	448.180 MHz (-) 131.8	Backup to Rim
Santiago Peak 440 (private) Santiago Peak 220 (private)	447.700 MHz (-) PL 127.3 224.540 MHz (-) PL 114.8	Backup to Rim
Santa Rosa Mountain 1.25M repeater	223.880 MHz (-) PL 110.9	
HF daytime, 0900-1800	7295 KHz	
HF evening, 1800-0900	3945 KHz	

Please keep in mind that the 223.880 MHz repeater is primarily a means for cross-county and county-state communication. If possible, tactical traffic is to be handled on the other frequencies.

2. EMERGENCY MANAGEMENT DEPARTMENT OPERATIONS CENTER (EMDOC) & Warehouse DOC

Heaps Peak (HEALTH) repeater (private)	448.180 MHz (-) 131.8
Santiago Peak 440	447.700 MHz (-) PL 127.3
Santiago Peak 220 (EMDOC only)	224.540 MHz (-) PL 114.8

3. NORTHWEST BRANCH

3.1. CORONA City Communications Specialists Volunteers CSVs)

Primary (W6CPD)	147.225 MHz (+) PL156.7
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Secondary simplex	144.350 MHz
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3.2. Jurupa-Eastvale District (not established)

Jurupa - CNARC Repeater	147.060 MHz (+) PL 162.2
Jurupa – Simplex	146.445 MHz

3.3. MORENO VALLEY CITY ACS/RACES (city managed volunteers)

Primary Repeater (KF6VAQ, City Hall) Moreno Valley Frequencies not	146.655 MHz (-) PL 103.5?
Secondary Repeater (KD6TJU, Box Springs)	449.300 MHz (-) PL 103.5?
Secondary Simplex	145.560 MHz?

3.4. NORCO DISTRICT

Norco - CNARC Repeater	147.060 MHz (+) PL 162.2
Norco – Simplex	535. z

3.5. RIVERSIDE DISTRICT

During activations, a resource net will be on the 146.880 MHz repeater or its output frequency. Much of the local operation can be handled on simplex. The following are frequencies in use.

Riverside 2-M repeater, W6TJ	146.880 MHz (-) PL 146.2
Secondary simplex	146.880 MHzx

Please keep in mind that 223.880 MHz repeater is primarily a means for cross-county and county-state communication. If possible, tactical traffic will be handled on the other frequencies.

4. SOUTHWEST BRANCH

4.1. DIAMOND VALLEY DISTRICT

W6COH repeater	144.505 MHz (+) PL 100.0
W6COH repeater	224.120 MHz (-) PL 97.4
EOC Team1, Field Team 1	146.450 MHz
EOC Team 2, Field Team 2	145.700 MHz
EOC Team 3, Field Team 3	147.480 MHz
EOC Team 4, Field Team 4	146.565 MHz
Hospital Teams 1 & 2	146.480 MHz

4.2. MENIFEE DISTRICT

Simplex	146.580 MHz
Simplex	223.500 MHz
Simplex	446.000 MHz
Hospital simplex	147.585 MHz
Packet	145.070 MHz

All stations monitor 146.580 MHz for events. Assignment of additional frequencies and modes will be made as needed by EC net control.

4.3. SOUTH DISTRICT

W6GTR repeater	146.805 MHz (-) PL 100.0
W6CDF repeater	445.300 MHz (-) PL 127.3
Simplex	146.550 MHz

Simplex	446.0 MHz
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EAST COUNTY BRANCHES AND DISTRICTS

1. EAST COUNTY EMERGENCY OPERATIONS CENTER

Palm Springs Tram – W6DRA repeater	145.200 MHz (-) PL 131.8
Cactus City - NR6P repeater	146.025 MHz (+) PL 107.2
Marriott Hotel – W6DRA repeaters	224.920 MHz (-) PL 156.7 447.320 Mhz (-) PL 107.2
Santa Rosa –WA6HYQ Repeater	223.880 MHz (-) PL 110.9
Toro W6YQY Repeater (linked to Santiago Peak 440 and 220 for east - west comms)	224.100 MHz (-) PL 94.8
W6CDF Repeater	445.020 MHz (-) PL 186.2 (linked to 223.800 WA6HYQ)
HF Daytime, 0900-1800	7295 kHz
HF Evening, 1800-0900	3945 kHz

2. BAUTISTA BRANCH

2.1. AGUANGA - ANZA DISTRICT

N6MRN repeater, Santa Rosa	145.340 MHz (-) PL 107.2 (Linked to NA6S/Pine Cove)
WA6HYQ repeater	223.880 MHz (-) PL 110.9 *
NA6S Repeater, Pine Cove	447.480 MHz (-) PL 82.5 (Linked to N5MRN/Santa Rosa)

2.2. MOUNTAIN DISTRICT

Primary Emergency Traffic

Simplex	146.535 MHz
WA6SSS Repeater	146.895 MHz (-) PL118.8

Secondary Emergency Traffic

Simplex	147.500 MHz
N7OD	145.420 MHz (-) PL 88.5

3. EAST DESERT BRANCH**3.1. INDIO LA QUINTA DISTRICT**

Bermuda Dunes	145.550 MHz	147.550 MHz
Coachella City	145.200 MHz	147.200 MHz
Indio	145.100 MHz	147.100 MHz

3.2. INDIO LA QUINTA DISTRICT cont'd.

Cactus City – NR6P	146.025 MHz (+) PL 107.2
Chuckwalla – KF6BM	145.380 MHz (-) PL 162.2
Palm Springs Tram – W6DRA	145.480 MHz (-) PL 107.2
Palm Springs Tram – W6DRA	145.200 MHz (-) PL 131.8
Marriott Hotel – W6DRA	224.920 MHz (-) PL 156.7 447.320 MHz (-) PL 107.2
Portable - W6CDF	448.320 MHz (-) PL 162.2

Operating Frequencies - Designated operators from the listed locations will use the following frequency for contact with EC EOC. (The repeaters will be used until and/or unless they are non-functional. Then we will use the output frequency of each repeater in simplex mode.)

Palm Springs Tram - 145.200 MHz (-) PL 131.8	Cactus City - 146.025 MHz (+) PL 107.2
Cathedral City	Coachella
Desert Hot Springs	Desert Regional Medical Center

Indian Wells	Indio Hills
Indio	Palm Springs
JFK Hospital	Rancho Mirage
Palm Desert	Sky Valley
Red Cross	Thousand Palms
Eisenhower Medical Center	Sun City, Palm Desert

3.3. PALO VERDE DISTRICT (BLYTHE)

Black Rock W6CDF Repeater	147.090 MHz (-) PL 123.0
Quartzsite K6TQM Repeater Chuckwalla	147.360 MHz (+) PL 107.2 145.380 MHz (-) PL 162.2

4. OAK GLEN BRANCH

4.1. BANNING DISTRICT

Primary Simplex	145.540 MHz
Secondary Simplex	147.800 MHz
W6CDF repeater	147.915 MHz (-) PL 123.0

4.2. BEAUMONT DISTRICT

Primary Simplex	145.540 MHz
Secondary Simplex	145.510 MHz
W6CDF repeater	147.915 MHz (-) PL 123.0

4.3. YUCAIPA DISTRICT (Not Established Yet)

5. WEST DESERT BRANCH

5.1. PALM SPRINGS DISTRICT – SIMPLEX FREQUENCIES

Cathedral City EOC	145.300 MHz	147.300 MHz
Desert Hot Springs EOC	145.400 MHz	147.400 MHz
Indian Wells City	145.450 MHz	147.450 MHz
Palm Desert City	145.150 MHz	147.150 MHz
Palm Springs EOC	145.700 MHz	147.700 MHz
Palm Springs Unified School District	147.480 MHz	147.435 MHz
Rancho Mirage City	145.350 MHz	147.350 MHz
Thousand Palms	145.530 MHz	147.530 MHz

Desert West District Repeaters

Cactus City – NR6P	146.025 MHz (+) PL 107.2
Chuckwalla – KF6BM	145.380 MHz (-) PL 162.2
Palm Springs Tram – W6DRA	145.480 MHz (-) PL 107.2
Palm Springs Tram – W6DRA	145.200 MHz (-) PL 131.8
Marriott Hotel – W6DRA	224.920 MHz (-) PL 156.7 447.320 MHz (-) PL 107.2
Portable - W6CDF	448.320 MHz (-) PL 162.2

Operating Frequencies - Designated operators from the listed locations will use the following frequency for contact with EC EOC. (The repeaters will be used until and/or unless they are non-functional. Then we will use the output frequency of each repeater in simplex mode.)

Palm Springs Tram - 145.200 MHz (-) PL 131.8	Cactus City - 146.025 MHz (+) PL 107.2
Cathedral City	Coachella
Desert Hot Springs	Desert Regional Medical Center
Indian Wells	Indio Hills
Indio	Palm Springs
JFK Hospital	Rancho Mirage
Palm Desert	Sky Valley
Red Cross	Thousand Palms
Eisenhower Medical Center	Sun City, Palm Desert

Simplex Frequencies Used Within Cities/Agencies

City / Agency	Primary	Secondary
AMR	144.510 MHz	147.510 MHz
I.N.C.A.	145.530 MHz	144.530 MHz
Indio City	145.100 MHz	147.100 MHz
Sky Valley	146.700 MHz	146.500 MHz
SSTV	144.435 MHz	147.420 MHz

OTHER AGENCIES

6. METROPOLITAN WATER DISTRICT

Mecury System – Simplex	145.770 MHz
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APPENDIX 8 – TRAINING

- RECOMMENDED TRAINING
 - Standardized Emergency Management System (SEMS)
 - ARRL Emergency Communication Courses (EMCOMM)
 1. Level 1
 2. Level 2
 3. Level 3
 - Community Emergency Response Team (CERT) Basic Training
- REQUIRED TRAINING
 - IS-100: Introduction to the Incident Command System

IS -100 introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. Additionally, this course describes the history, features and principles, and organizational structure of ICS. It also explains the relationship between ICS and the National Incident Management System (NIMS).

- IS-200: Basic Incident Command System for Initial Response

IS -200 introduces personnel to operate efficiently during an incident or event with the Incident Command System (ICS). Additionally, provides training on and resources for personnel who are likely to assume a supervisory position with the ICS.

- IS-700 Introduction and Overview of the National Incident Management System

ICS-700 introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

- REQUIRED SUBMITTALS
 4. Background check
 5. Fingerprinting

APPENDIX 9 - ICS-213 GENERAL MESSAGE

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position):		
3. From (Name and Position):		
4. Subject:	5. Date: Date	6. Time HHMM
7. Message:		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: Date	

ICS 213

General Message

Purpose. The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

Preparation. The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

Distribution. Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

Notes:

- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	Incident Name (Optional)	Enter the name assigned to the incident. This block is optional.
2	To (Name and Position)	Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
3	From (Name and Position)	Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
4	Subject	Enter the subject of the message.
5	Date	Enter the date (month/day/year) of the message.
6	Time	Enter the time (using the 24-hour clock) of the message.
7	Message	Enter the content of the message. Try to be as concise as possible.
8	Approved by <ul style="list-style-type: none"> • Name • Signature • Position/Title 	Enter the name, signature, and ICS position/title of the person approving the message.
9	Reply	The intended recipient will enter a reply to the message and return it to the originator.
10	Replied by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24-hour clock).

RESOURCE REQUEST MESSAGE (ICS 213 RR)

[illegible]

[illegible]

ACTIVITY LOG (ICS 214)

[illegible]

ICS 214 Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Name	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	ICS Position	Enter the name and ICS position of the individual in charge of the Unit.
5	Home Agency (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	Resources Assigned	Enter the following information for resources assigned:
	• Name	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	• ICS Position	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	• Home Agency (and Unit)	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	Activity Log <ul style="list-style-type: none"> • Date/Time • Notable Activities 	<ul style="list-style-type: none"> • Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

APPENDIX 12 – ACKNOWLEDGMENT OF RECEIPT

By what means may RACES be activated?

1. What does RACES mean?
2. Under what Deputy Chief is the Coachella Valley Emergency Coordinator?
3. What number should be called for an incident number after normal work hours?
4. Name one typical RACES activity.
5. Where can you find net frequencies?
6. Name one typical operator assignment.
7. What should the uniform shirt be?
8. Where should the RACES ID badge be affixed on the uniform shirt?
9. What color should full-length trousers be?
10. What color should jackets be?
11. What headgear is regulation?
12. When may RACES uniforms be worn?
13. What is the first thing you do before responding to any emergency?
14. How should you present yourself?
15. Where can leadership and general membership rosters be obtained?
16. What is the Corona secondary frequency?
17. What is the Palo Verde District frequency and PL?

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____

APPENDIX 13 – GLOSSARY

Action Plan: The plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies. See also Incident Action Plan.

Activate: At a minimum, a designated official of the emergency response agency that implements SEMS as appropriate to the scope of the emergency and the agency's role in response to the emergency.

After Action Report: A report covering response actions, application of SEMS, modifications to plans and procedures, training needs, and recovery activities. After action reports are required under SEMS after any emergency that requires a declaration of an emergency. Reports are required within 90 days.

Agency: An agency is a division of government with a specific function, or a non-governmental organization (e.g., private contractor, business, etc.) that offers a kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation), or assisting and/or cooperating (providing resources and/or assistance). (See Assisting Agency, Cooperating Agency and Multi- agency.)

Agency Representative: An individual assigned to an incident or to an EOC from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer at the incident or to the Liaison Officer at SEMS EOC levels.

Agency Dispatch: The agency or jurisdictional facility from which resources are allocated to incidents.

Agency Executive or Administrator: Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.

Allocated Resources: Resources dispatched to an incident.

Alternate Emergency Operations Center: Also known as the East County EOC. Secondary (back-up) location to the Primary Emergency Operations Center (PEOC); utilized in the event the PEOC is not functional/available.

Area Command: An organization established to: 1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met, and strategies followed.

Assigned Resources: Resources checked in and assigned work tasks on an incident.

Assignments: Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident or EOC Action Plan.

Assistant: Title for subordinates of the Command Staff positions at the Field SEMS level. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

Assisting Agency: An agency directly contributing tactical or service resources to another agency.

Available Resources: Incident-based resources, which are available for immediate assignment.

Base: The location at an incident at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be collocated with the Base.

Branch: The organizational level at the SEMS Field Level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified using Roman Numerals or by functional name (e.g., medical, security, etc.). Branches are also used in the same sequence at the SEMS EOC Levels.

Branch Director: The SEMS title and ICS title for individuals responsible for supervision of a Branch at the Operational Area Level or at the Field Level.

Cache: A pre-determined complement of tools, equipment and/or supplies stored in a designated location, available for incident use.

Camp: A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Casualty Collection Point (CCP): A location within a jurisdiction, which is used for the assembly, triage (sorting), medical stabilization, and subsequent evacuation of casualties. It may also be used for the receipt of incoming medical resources (doctors, nurses, supplies, etc.). Preferably the site should include or be adjacent to an open area suitable for use as a helicopter pad. The responsibility for CCP's rests with the County Health Officer.

Chain of Command: A series of management positions in order of authority.

Check-in: The process whereby resources first report to an incident or into an EOC. Check-in locations at the SEMS Field level include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

Clear Text: The use of plain English in radio communications transmissions. No Ten Codes or agency specific codes are used when utilizing Clear Text.

Command Staff: The Command Staff at the SEMS Field level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These functions may also be found at the EOC levels in SEMS. At the EOC, they would report to the Disaster Corps Commander. At EOCs, the functions may also be established as Sections, or Branches to accommodate subsequent expansion.

Command: The act of directing, and/or controlling resources at an incident by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

Command Post: (See Incident Command Post)

Communications Branch: An organizational branch or unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Branch/Unit may also be a facility (e.g., a trailer or mobile van) used to provide the major part of an Incident Communications Center.

Compacts: Formal working agreements among agencies to obtain mutual aid.

Complex: Two or more individual incidents located in the same general area, which are assigned to a single Incident Commander or to a Unified Command.

Cooperating Agency: An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., American Red Cross, telephone company, etc.).

Coordination: The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Multi-agency or Inter-agency coordination is found at all SEMS levels.

Coordination Center: Term used to describe any facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

Cost Sharing Agreements: Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be verbal between authorized agency and jurisdictional representatives at the incident.

Crisis Relocation: The organized relocation of people, in time of international crisis, from areas that are potentially at high risk from the direct effects of nuclear weapons to lower risk areas, and their reception, care, and protection in such areas.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

Department Operations Center: A facility used by a distinct discipline, such as flood operations, fire, medical, hazardous material, or a unit, such as Department of Public Works, or Department of Health. Department Operations Centers may be used at all SEMS levels above the field response level depending upon the needs of the emergency.

Deputy Incident Commander (Section Chief or Branch Director): A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies may also be found as necessary at all SEMS EOC levels.

Dispatch: The implementation of a command decision to move a resource or resources from one place to another.

Direction and Control (Emergency Management): The provision of overall operational control and/or coordination of emergency operations.

Disaster: An emergency condition of extreme peril to life and/or property, which is or is likely to be beyond local capability to control without assistance from other political entities.

Disaster Assistance Center (DAC): A facility jointly established by the Federal and State Coordinating Officers within or adjacent to a disaster-impacted area to provide disaster victims a one-stop service in meeting their emergency and/or rehabilitation needs. Representatives of local, state, and federal government agencies, private service organizations and certain representatives of the private sector will usually staff it.

Disaster Field Office (DFO): A central facility established by the Federal Coordinating Officer within or immediately adjacent to disaster impacted areas to be utilized as a point of coordination and control for state and federal governmental efforts to support disaster relief and recovery operations.

Disaster Service Worker (DSW): Any person registered or unregistered impressed into service during a State of War Emergency, a State of Emergency, or a Local Emergency by a person having authority to command the aid of citizens in the execution of their duties.

Disaster Support Area (DSA): A pre-designated facility anticipated being at the periphery of a disaster area, where disaster relief resources (manpower and material) can be received, accommodated or stockpiled, allocated, and dispatched into the disaster area. A separate portion of the area may be used for receipt and emergency treatment of evacuated casualties arriving via short-range modes of transportation (air and ground) and for the subsequent movement of casualties by heavy, long-range aircraft, to adequate medical care facilities.

Disaster Welfare Inquiry (DWI): A service performed by the American Red Cross that provides health and welfare reports about relatives and certain other individuals believed to be in a disaster area.

Dispatch Center: A facility from which resources are assigned to an incident.

Division: Divisions are used to divide an incident into geographical areas of operation. Divisions are identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings. Divisions are also used at SEMS EOC levels and are found organizationally between Branches and Units.

Division or Group Supervisor: The position title for individuals responsible for command of a Division or Group at an Incident. At the EOC level, the title is Division Coordinator.

Economic Stabilization: The intended result of governmental use of direct and indirect controls to maintain and stabilize the nation's economy during emergency conditions. Direct controls include such actions as setting or freezing of wages, prices, and rents or the direct rationing of goods. Indirect controls can be put into effect by government through use of monetary, credit, tax, or other policy measures.

Emergency: A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

Emergency Alert System (EAS): A system that enables the President and federal, state, and local governments to communicate with the general public through commercial broadcast stations in the event of a national security emergency, or in some cases, other large disasters. Participation in this system by the broadcast industry is voluntary. During a national security incident, non-participating broadcasters must turn off their transmitters. There is no requirement for participation on the state or local level.

Emergency Medical Technician (EMT): A health-care specialist with skills and knowledge in pre-hospital emergency medicine.

Emergency Operations Center (EOC): A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

Emergency Operations Plans (EOP): Those official and approved documents which describe principles, policies, concepts of operations, methods and procedures to be applied in carrying out emergency operations or rendering mutual aid during emergencies.

Emergency Organization: All city department staff and those volunteers (public and private) brought into service in response to an emergency.

Emergency Period: A period which begins with the recognition of an existing, developing, or impending situation that poses a potential threat to a community. It includes the warning (where applicable) and impact phase and continues until immediate and ensuing effects of the disaster no longer constitute a hazard to life or threat to property.

Emergency Response Personnel: Personnel involved with an agency's response to an emergency.

Emergency Response Agency: Any organization responding to an emergency, or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or to an operations center.

Emergency Services Director: The individual within each political subdivision that has overall responsibility for jurisdiction emergency management. For cities and counties, this responsibility is commonly assigned by local ordinance.

EOC Action Plan: The plan developed at SEMS EOC levels that contain objectives, actions to be taken, assignments and supporting information for the next operational period.

Evacuee: An individual who moves or is moved from a hazard area to a less hazardous area with anticipation of return when the hazard abates.

Event: A planned, non-emergency activity. SEMS at the EOC level or ICS at the field level can be used as the management system for a wide range of events, e.g., parades, concerts or sporting events.

Expedient Shelter: Any shelter constructed in an emergency or crisis period on a "crash basis" by individuals, single families, or small groups of families.

Fallout Shelter: A habitable structure or space therein, used to protect its occupants from radioactive fallout. Criteria (National Shelter Survey requirements) include a protection factor of 40 or greater, a minimum of 10 square feet of floor space per person, and at least 65 cubic feet of space per person. In unventilated underground space, 500 cubic feet of space per person is required.

Federal Coordinating Officer (FCO) (Federal Definition): The person appointed by the President to coordinate federal assistance following an emergency or major disaster declaration.

Federal Disaster Assistance: Provides in-kind and monetary assistance to disaster victims, states, or local governments by federal agencies under the provisions of the Federal Disaster Relief Act and other statutory authorities of federal agencies.

Federal Agency (Federal Definition): Any department, independent establishment, Government Corporation, or other agency of the executive branch of the federal government, including the United States Postal Service, but not including the American Red Cross.

Field Operations Guide (FOG): A pocket-size manual of instructions on the application of the Incident Command System.

First Aid Station: A location where first aid may be administered to disaster victims.

Function: In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics and Finance/Administration. The same five functions also are found at all SEMS EOC levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, e.g., "the planning function."

Functional Element: Refers to a part of the incident, EOC or DOC organization such as section, branch, group or unit.

General Staff: The group of management personnel reporting to the Incident Commander or to the Disaster Corps Commander. They may each have a deputy, as needed. At the Field SEMS level, the General Staff consists of:

- Operations Section Chief
- Planning/Intelligence Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

Generic ICS: Refers to the description of ICS that is generally applicable to any kind of incident or event.

Governor's Authorized Representative (Federal Definition): The person named by the Governor in a Federal/State Agreement to execute, on behalf of the state, all necessary documents for disaster assistance, following the declaration of an Emergency or Major Disaster by the President, including certification of applications for public assistance.

Ground Support Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response level that is responsible for the fueling, maintaining and repairing of vehicles, and the transportation of personnel and supplies.

Group: Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.

Hazard: Any source of danger or element of risk.

Hazard Area: A geographically identifiable area in which a specific hazard presents a potential threat to life and property.

Helibase: The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident base.

Helispot: Any designated location where a helicopter can safely take off and land. Some Helispots may be used for loading of supplies, equipment, or personnel.

Hierarchy of Command: (See Chain of Command.)

Incident Base: Location at the incident where the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be collocated with the Base. There is only one Base per incident.

Incident Action Plan: The plan developed at the field response level, which contains objectives, reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

Incident: An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Commander: The individual responsible for the command of all functions at the field response level.

Incident Command Post (ICP): The location at which the primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

Incident Command System (ICS): The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

Incident Management Team: The Incident Commander and appropriate General and Command Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for the selection of appropriate strategy(s), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Incident Communications Center: The location of the Communications Unit and the Message Center.

Initial Response: Resources initially committed to an incident.

Initial Action: The actions taken by resources that is the first to arrive at an incident.

Institutionalized Persons: Persons residing in public or private group quarters rather than households, for example, residents of hospitals, nursing homes, orphanages, colleges, universities, and correctional facilities.

Joint Emergency Operations Center (JEOC): A facility established on the periphery of a disaster area to coordinate and control multi-jurisdictional emergency operations within the disaster area. The JEOC may be staffed by representatives of select local, state and federal agencies and private organizations and is generally established by the state, i.e., FBI.

Jurisdiction: The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., special district city, county, state or federal boundary lines), or functional (e.g., police department, health department, etc.). (See Multi jurisdiction.)

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Landing Zone: (See Helispot.)

Leader: The ICS title for an individual responsible for a functional unit, task forces, or teams.

Liaison Officer: A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At the SEMS EOC level, the Liaison Officer reports directly to the Disaster Corps Commander.

Life-Safety: Refers to the joint consideration of both the life and physical well-being of individuals.

Lifelines: Includes the infrastructure for (storage, treatment, and distribution) fuel, electrical, communication, and water and sewage systems.

Limited Mobility Population: Persons requiring transportation during emergency movement operations.

Local Government Advisory Committee (LGAC): Committees established by the Deputy Director of OES to provide a forum for the exchange of information between the cities and counties of a Mutual Aid Region. The LGAC may develop a consensus of action and policy among local emergency managers on issues, policies, and programs of concern to local governments, and if necessary, bring such concerns to the attention of OES Executive Management.

Local Government: Means local agencies per Article 3 of the SEMS regulations. The *Government Code 8680.2* defines local agencies as any city, city and county, county, school district or special district.

Logistics Section: One of the five primary functions found at all SEMS levels. This the Section responsible for providing facilities, services and materials for the incident or at an EOC.

Management by Objectives: In SEMS field and EOC levels, this is a top-down management activity, which involves a three-step process to achieve the desired goal. The steps are: Establishing the objectives, selection of appropriate strategy(s) to achieve the objectives; and the direction or assignments associated with the selected strategy.

Marshaling Area: An area used for the completed mobilization and assemblage of personnel and resources prior to their being sent directly to the disaster affected area. Marshaling Areas are utilized particularly for disasters outside of the continental United States.

Mass Care Facility: A location for the provision of temporary lodging, feeding, clothing, registration, welfare inquiry, first aid, and essential social services.

Master Mutual Aid Agreement: An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivision, municipal corporations, and other public agencies of the State of California to assist each other by providing resource during an emergency Mutual aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

Media: They are a means of providing information and instruction to the public. This includes radio, television, and newspapers.

Medical Self-Help: The medical treatment provided for the sick and injured by citizens and emergency forces in the absence of professional care.

Medical Unit: A functional unit within the Service Branch of the Logistics Section at SEMS Field levels responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel.

Message Center: The Message Center is part of the Incident or EOC Communications Center and is collocated or placed adjacent to the EOC. The Message Center receives, records, and routes information to appropriate locations at an incident or within an EOC.

Mobilization Center: An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment to incidents, release, or reassignment.

Mobilization: The process and procedures used by all organizations federal, state and local for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multi Jurisdiction Incident: An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS these incidents will be managed under Unified Command.

Multi-Agency or Inter-Agency Coordination: The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

Multi-Agency Coordination System (MACS): The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdictional environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fire Services.

Multi-Agency Incident: An incident where one or more agencies assist a jurisdictional agency or agencies. The incident may be managed under single or unified command.

Multipurpose Staging Area (MSA): A pre-designated location that provides a base for coordinated localized emergency operations. It is a rally point for mutual aid resources coming into an area, and a site for post-disaster population support and recovery activities.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

Mutual Aid Coordinator: An individual at local government, operational area, region or state level that is responsible to coordinate the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Region: A mutual aid region is a subdivision of CalEMA established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more county (operational) areas.

Office of Emergency Services: The Governor's Office of Emergency Services.

Operational Area: An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.

Operational Period: The period scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

Operations Section: One of the five primary functions found at all SEMS levels. This Section is responsible for all tactical operations of the incident, or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field Response Level can include Branches, Divisions and/or Groups, Task Forces, Teams, Single Resources and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

Out-of-Service Resources: Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

Planning Meeting: A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan. Planning meetings are also an essential activity at all SEMS EOC levels.

Planning Section: (Also referred to as Planning/Intelligence) One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. At the SEMS Field Response level, the Section will include the Situation, Resource, Documentation, and Demobilization Units, as well as Technical Specialists. Other units may be added at the EOC level.

Political Subdivision (State Definition): Includes any city, city and county, district, or other local governmental agency or public agency authorized by law.

Primary Emergency Operations Center: Location where Riverside County Fire OES, in support of the Operational Area, the County of Riverside and/or its cities or jurisdictions, operates and carries out emergency support functions.

Procurement Branch Director: A functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

Protection Factor (PF): A number used to express the relationship between the amount of fallout gamma radiation that would be received by an unprotected person and the amount that would be received by a person in shelter. Occupants of a shelter with a PF of 40 would be exposed to a dose rate 1/40th (2½%) of the rate to which they would be exposed if unprotected.

Public Information Officer: The individual at field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency and SEMS level.

Radio Amateur Civil Emergency Service (RACES): A volunteer organization whose members are licensed in the Amateur Radio Service and who provide communications support on the amateur bands to government. They operate at the direction of authorized jurisdictional emergency management personnel.

Radioactive Fallout: The process or phenomenon of gravity caused fall back to the earth's surface of particles contaminated with radioactive materials from a cloud of this matter formed by a nuclear detonation. The term is also applied in a collective sense to the contaminated particulate matter itself. The early (or local) fallout is defined, somewhat arbitrarily, as those particles, which reach the earth within 24 hours after a nuclear explosion. Delayed (worldwide) fallout consists of the smaller particles, which ascend into the upper troposphere and into the stratosphere and are carried by the winds to all parts of the earth. Delayed fallout is brought to earth mainly by rain or snow, over extended periods ranging from months to years with relatively little associated hazard.

Radiological Protection: The organized effort, through warning, detection, and preventive and remedial measures, to minimize the effect of nuclear radiation on people and resources.

Radiological Officer (RO): An individual assigned to an Emergency Management staff who is responsible for radiological protection operations.

Radiological Monitor: An individual trained to measure, record, and report radiation exposure and exposure rates; provide limited field guidance on radiation hazards associated with operations as assigned; and perform operator checks and maintenance on radiological instruments.

Region Emergency Operations Center

(REOC): Facilities found at CalEMA Administrative Regions. REOCs are used to coordinate information and resources among operational areas and between the operational areas and the state level.

Reception Area: An area which, through a hazard analysis and related preparedness planning, is pre-designated to receive and care for (or provide basic needs for) persons displaced from a hazard area. Example: An area at the periphery of a dam failure inundation area, which can accommodate evacuated persons in the event of need.

Reception and Care Center: A facility established in an area to receive and process incoming relocatees, and assigns them to lodging facilities, and provides them with information on feeding, medical care, and other essential services.

Recorders: Individuals within ICS or EOC organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics and Finance/Administration Units.

Relocatee: An individual who is relocated from a hazard area to a reception area with the possibility of not returning.

Reporting Locations Specific: Locations or facilities where incoming resources can check-in at the incident. (See Check-in.)

Resources Unit: A functional unit within the Planning Section at the SEMS Field Response level responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.

Resources: Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources are described by kind and type and may be used in tactical support or supervisory capacities at an incident or at EOCs.

Safety Officer: A member of the Command Staff at the incident or Management Staff within an EOC responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

Section: That organization level with responsibility for a major functional area of the incident or at an EOC, e.g., Operations, Planning, Logistics, and Administration/Finance.

Self-Help: A concept describing self-reliance and sufficiency within an adverse environment and limited or no external assistance.

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

Situation Assessment Branch: A functional unit within the Planning Section responsible for the collection, organization and analysis of incident status information and for analysis of the situation as it progresses. This branch reports to the Planning Section Chief.

Span of Control: The supervisory ratio maintained within an ICS or EOC organization. A span of control of five-positions reporting to one supervisor is considered optimum.

Special District: A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s)) for purposes of natural disaster assistance. This may include joint powers authority established under section 6500 et seq. of the Code.

Staging Area Managers: Individuals within ICS organizational units that are assigned specific managerial responsibilities at Staging Areas (also Camp Manager).

Staging Area: Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. The Operations Section manages all Staging Areas.

Standard Operating Procedures (SOP): A set of instructions having the force of a directive, covering those features of operations, which lend themselves to a definite or standardized procedure without loss of effectiveness.

Standardized Emergency Management System (SEMS): A system required by California Government Code for managing response to multi-agency and Multi jurisdiction emergencies in California. SEMS consists of five organizational levels, which are activated as necessary: Field Response, Local Government, Operational Area, Region, and/or State.

State Agency (State Definition): Any department, division, independent establishment, or agency of the executive branch of the state government.

State Coordinating Officer (SCO) (Federal Definition): The person appointed by the Governor to act for the State in cooperation with the Federal Coordinating Officer.

State Emergency Organization: The agencies, boards, and commissions of the executive branch of state government and affiliated private sector organizations.

State of Emergency (State Definition): The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions, resulting from a labor controversy, or conditions causing a "state of war emergency," which conditions, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requiring extraordinary measures beyond the authority vested in the California Public Utilities Commission.

State Operations Center (SOC): An EOC facility established by the State Office of Emergency Services headquarters for the purpose of coordinating and supporting operations within a disaster area and controlling the response efforts of state and federal agencies in supporting local government operations.

Strategy: The general plan or direction selected to accomplish incident or EOC objectives.

Support Resources: Non-tactical resources under the supervision of the Logistics, Planning, Finance/Administration Sections or the Command Staff.

Supporting Materials: Refers to the several attachments that may be included with an Incident Action Plan, e.g., communications plan, map, safety plan, traffic plan, and medical plan.

Tactical Direction: Direction given by the Operations Section Chief at the SEMS Field level which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

Task Force: A combination of single resources assembled for a tactical need, with common communications and a leader.

Team: (See Single Resource.)

Technical Specialists: A Person with special skills that can be used anywhere within ICS or the EOC organization is called a Technical Specialist.

Time Recording Branch Director: A functional unit within the Finance/Administration Section responsible for recording time for incident or EOC personnel and hired equipment.

Traffic Control Points (TCP): Places along movement routes that are staffed by emergency personnel to direct and control the flow of traffic.

Type: Refers to resource capability. A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource. Resource typing provides managers with additional information in selecting the best resource for the task.

Unified Command: In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command and Unified Command.)

Volunteers: Individuals who make themselves available for assignment during an emergency. These people may or may not have skills needed during emergencies and may or may not be part of a previously organized group.