

RADIO AMATEUR CIVIL EMERGENCY SERVICE COMMUNICATIONS

Members' Procedural Manual



County of Riverside Emergency Management Department
Effective July 1, 2017

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I. Record of Changes

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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.

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, and the Logistics Section Chief. Any change to the manual requires a majority vote. There must be at least three members of the REC, as well as an assistant, present in order 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.

III. Overview

a. Primary Mission

The primary mission of RACES is to provide communication services during an emergency and/or disaster that include the use of portable 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.

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 Office of Emergency Services (CalOES). In Riverside County, RACES is the responsibility of EMD.

V. Member Eligibility Requirements

- a. Possess and maintain current licensure by the FCC in the Amateur Radio Service.
- b. Must complete fingerprinting for a California Department of Justice (DOJ) and FBI criminal offender record information search, resulting in a clean background.
- b. Registration and approval by EMD as a Volunteer Disaster Worker.
- c. Must be 18 years or over.

VI. Member in Good Standing Requirements

- a. Maintain membership in good standing with Riverside County as a Volunteer Disaster Service Worker.
- b. Maintain current licensure in good standing as an amateur radio operator with the FCC.
- c. Maintain at least one 2 meter radio of 5 watts or more output in working order at all times.
- d. Possess a photo identification card issued by EMD.
- e. Complete all required basic training described in this manual.
- f. Maintain a uniform in compliance with the requirements outlined in this manual.
- g. Attend at least three (3) regular RACES meetings and training sessions per year.
- h. Participate in as many drills, practice events or community support events as practical per year.
- i. Personally answer eight (8) or more regular District Roll Calls per year.

VII. RACES Organizational Chart

- a. Command Staff- RACES member that works within the Emergency Operations Center (EOC).
- b. Operations West- Deputy Section Chief that oversees personnel and operations from the eastern boundary of Moreno Valley to the western portion of Riverside County.
- c. 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.
- d. Administration- an Executive team that makes recommendations to EMD management.
- e. Based on the newest organization chart from the EOC Strategic Team, the RACES Group Leader will report to the Communication Leader in Logistics, which is headed by RCIT.

VIII. RACES Activation

- a. See TABLE Attachment (page 15)
- b. All RACES activation requests from any governmental or non-governmental agency shall be made through EMD (refer to Overview on page 2). 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 alternate Emergency Operations Center (AEOC).

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. Other members may be asked to fill a need or stand-by. All RACES members should be prepared at all times.

Additional information will be passed on as it becomes available. It is important that operators monitor the prearranged district 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 members will report the overall status 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, it is expected that the RACES leadership will identify and coordinate coverage with mutual aid communicators that can cover 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 man-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 AEOC. 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 AEOC to:

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

g. RACES Support to Other Agencies

RACES primarily supports 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 RivCoVOAD.

RACES is not available to support commercial endeavors except in the event of a local declared emergency or disaster. In this case, RACES would only act in a support role.

1. 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 an Incident Number (See Appendix 5 for the Incident 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.

IX. Planned Events

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

X. Typical Activities

a. RACES activities include:

1. Training Exercises
2. Search and Rescue
3. Shadow to Agencies such as Animal Services
4. Health and Welfare, Supporting the County Health Department
5. Damage Assessment Reports
6. Red Flag Patrols
7. NWS Spotter Program
8. City/City or City/County Supplemental or Fallback Communications
9. Support of Field PIO
10. Resource Management and Tracking
11. Staffing Evacuation Shelters
12. Public Service Event

- b. 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.

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

1. A variety of communication assignments may include but are not limited to:
 - a) Fixed station operation
 - b) Mobile or portable field operations
 - c) Relay (in the event of no repeater coverage)
 - d) Ride-along mobile operations or function as a shadow

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 an incident number is requested and you are representing RACES, you must wear your RACES uniform. No other clothing is allowed.

- a. RACES members are required to meet uniform regulations for all events, planned or active, for which a Riverside County incident or event number has been obtained. The only exception would be a Disaster Corps coordinated deployment outside of Riverside County.
- b. All uniform apparel will be clean and wrinkle free.
- c. Uniform Shirt - either of the following is acceptable:
 1. 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.
 2. 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 above the left pocket on the designated shirt, may be worn. A RACES polo shirt of other colors may be worn in lieu of the uniform shirt during club activities only, but not during active incidents.

Emergency Coordinator exception: Mutual Aid (e.g. Moreno Valley ARES/RACES).

d. RACES ID Card

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

e. Pants/Trousers

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

f. Protective Outer Garment – Weather

Outer garments (jackets) may be of a solid white, dark blue 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.

g. 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.

h. Headgear

A RACES ball cap or boney cap*, in black or dark navy blue, or an amateur radio call sign cap displaying your call sign in gold embroidery only may be worn for planned, sanctioned RACES non-incident events. *Sunhat brand.

XIII. Suggested Equipment

The following is a list of recommended equipment RACES operators may need during an assignment:

a. Personal Gear

1. First aid kit
2. Knife/tools
3. Glasses and hat
4. Sleeping bag
5. Waterless cleaner
6. Prescribed medications
7. Extra prescription glasses
8. Appropriate clothes (change of clothes)
9. Flashlight with batteries
10. Sturdy shoes and extra socks
11. Food and water (3 day supply)

12. Hand-operated can opener
 13. Waterproof matches
 14. Toilet tissue
 15. Tissue
 16. Sunblock
- b. Radio Gear
1. Power adapters
 2. Spare batteries (alkaline pack)
 3. Molex, power pole, etc.
 4. Spare fuses
 5. Antennas (mag-mount, roll-up J)
 6. Coax jumpers/feed line
 7. Broadcast radio
 8. Earphones
- c. Administrative Supplies
1. Clip board and notepad
 2. Repeater directory
 3. ICS-214 Forms
 4. Pens/pencils
 5. This manual

XIV. Guidelines

- a. Procedures
1. Before responding to any emergency, make sure that you and your family are safe and cared for. Check in to your District's primary repeater or simplex frequency. If the repeater is down, use the output frequency of the repeater. If you are the first on the air, you will function in the role of net control. Make sure that you gather the names, locations, and call signs of all stations that check in.
 2. In some cases you will be asked to stand-by on the frequency if operators are not needed immediately. Be sure to continue to monitor the frequency until the net is shut down, or you are sure that there will be no further need for operators.
- b. Demeanor
1. RACES personnel shall maintain the highest standards of performance and behavior when called to serve. Members must present themselves in an organized, professional manner.

- a. Dress appropriately (as outlined in Section XI, Uniform Regulations). Clothing should be clean and wrinkle free.
 - b. RACES members will be working with professionals who expect professionalism in return.
 - c. Listen more than you speak and become familiar with how your serving agency operates.
 - d. Check to see if radio traffic is interfering with nearby conversation.
 - e. Always use headphones unless in an area by yourself.
 2. RACES members are not policymakers. Be prepared to facilitate communication, whether it is on a cell phone, fax machine, or amateur radio.
- c. 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. Know how to operate your equipment and keep it in good order. It is recommended that members try to attend all training classes offered.
 7. Check in with your local nets on a regular basis. Participate in drills, public service events, and actual incidents. Present yourself as a positive, capable resource.
 8. Prepare to be a leader.

Members that fail to meet the minimum requirements of training, nets, meetings and event participation will 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.

d. Discipline

1. 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.

- a. 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 make contact with 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 EMD Program Coordinator, in consultation with the RACES Chief, to determine what disciplinary action is necessary.
- b. Disciplinary options include:
 1. Remedial training
 2. Verbal Counseling
 3. Written Warning
 4. Suspension
 5. Dismissal
- c. Appeals
 1. 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 they will be suspended or dismissed may file an appeal within 10 (ten) days of written notification of the disciplinary action to the Community Readiness Division Emergency Service Manager and/or Program Coordinator. The appeal must be in writing and state the reason(s) for the appeal. The Community Readiness Division Emergency Service Manager and/or Program Coordinator will conduct an investigation of 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 Community Readiness Division Emergency Service Manager and/or Program Coordinator is final.
 2. Improper Conduct
 - a. 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:
 - i. Criminal conduct
 1. Inappropriate use of ID or misstatement of official position

2. False statements
 3. Stealing
 - ii. Other Inappropriate Conduct
 1. Insubordination
 2. Inappropriate or abusive language on the radio or in person
 3. Self-dispatching to incidents without proper notification or request
 4. Any other violation of policies or procedures set forth by this procedural manual
 5. Abandonment of an assigned position without permission of the Incident Commander, EOC Manager, or Supervisor
 6. Consuming alcohol while in uniform
- b. 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.

County of Riverside Emergency Management Department
 Radio Amateur Civil Emergency Service
 Members' Procedural Manual
 Last Revised 6/26/2017

TABLE Attachment: RACES Activation

EVENT/ SITUATION	ACTIVATION LEVEL	MINIMUM RACES STAFFING	ACTIVATION PERIMETERS
Severe Events <ul style="list-style-type: none"> Major Earthquake 7.0+ with Damage Severe Flooding or Wind Event Regional Utility Outage of Communications Failure Large-scale Transportation Incident Major Hazardous Materials Major Conflagration Urban Area/ Wildland Urban Interface Area Major Law Enforcement Event(2) Declared State of Emergency National Security Emergency 	One	<ul style="list-style-type: none"> RACES Command Staff <ul style="list-style-type: none"> RACES Exec. Off. Operations SC Logistics SC Admin. SC RACES Radio Operators to support RACES Field Responders. <ul style="list-style-type: none"> 2 meter 440 220 HF 	Notification and request for RACES Command Staff and determination of staff needs.
Strong Events <ul style="list-style-type: none"> Strong Earthquake 6.0 to 6.9 magnitude with damage Intense Wide-Spread flooding or Wind Warnings Utility Outage or compromised within a Supervisorial District Major Transportation Incident Minor Hazardous Materials Conflagration in Urban Area Wildland Urban Interface Fire Multiple Law Enforcement Event or National Security Emergency Major Public Health Emergency 	Two	<ul style="list-style-type: none"> RACES Command Staff (<i>1 minimum</i>) RACES Operators, (<i>1-2 minimum</i>) <ul style="list-style-type: none"> 2 Meter or, 220 Meter or, 440 Meter 	Notification and request for RACES Command Staff and determination of staff needs.
Moderate Events <ul style="list-style-type: none"> Moderate Earthquake 5.0 - 5.9 magnitude Countywide Utility Outage Flood or Wind Watch or Minor Flooding occurring Moderate Transportation Incident Minor Hazardous Materials Conflagration in Urban Area or Wildland Urban Interface Fire Law Enforcement Event or National Security Emergency Moderate Public Health Emergency 	Three	<ul style="list-style-type: none"> RACES Command Staff (<i>2 minimum</i>) RACES Radio Operators (<i>2-3 minimum</i>) Support to Field RACES Responders, as necessary <ul style="list-style-type: none"> 2 Meter and/or 220 Meter and/or 440 Meter 	Notification and request for RACES Command Staff and determination of staff needs.
Light Unusual Events <ul style="list-style-type: none"> Light Earthquakes 4.0-4.9 magnitude Fire Red Flag Conditions Emergency Affecting 1 or more surrounding OA's Community Events/Festivals Low Public Health Emergency 	Management Watch	<ul style="list-style-type: none"> Request for RACES Executive Officer, as appropriate Radio Operator, as appropriate 	County EMD <u>may</u> activate certain components of RACES (e.g. Primary EOC, Alternate EOC or specific parts of the County, branches or districts) and it is expected that the <u>activated</u> RACES component conduct radio system checks, in order to ensure reliability of communications equipment and to determine the status and availability of district RACES members within their specified areas.
<ul style="list-style-type: none"> Major Catastrophic Event which could include any or all of the following: <ul style="list-style-type: none"> Entire Southern California affected NO Communications available (Landline, Cell. NO Contact with County EMD 		<ul style="list-style-type: none"> RACES Command Staff <ul style="list-style-type: none"> RACES Exec. Off. Operations SC Logistics SC Admin. SC RACES Radio Operators to support RACES Field Responders. <ul style="list-style-type: none"> 2 meter 440 220 High Frequency 	<ul style="list-style-type: none"> RACES Initiated Emergency Activation refer to page 6 All EOC radio positions filled All RACES member activated and deployed to their assigned positions or available for deployment Priorities should include, but not limited to: <ul style="list-style-type: none"> County EOC Perris ECC- at Fire request only Public Health/Medical DOC City EOC's Hospitals ARC EOC School Districts

APPENDICES

[Appendix 1, RACES Alerting System](#)

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[Appendix 10, Riverside County Fire/Cal Fire Stations and Primary Functions](#)

Stations may have State, County, Contract City, or volunteer equipment. All are dispatched by the County Fire 9-1-1 Center and are part of the "Integrated fire protection system", under contract with Cal Fire. Some listed departments are dispatch services only.

[Appendix 11, Acknowledgment of Receipt](#)

[Appendix 12, Glossary & Abbreviations](#)

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.

100* Level I ALERT	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.
200* Level II ALERT	From Home Station, activate your LOCAL NET. Place operators on standby. Advise COUNTY NET CONTROL when LOCAL NET is activated.
300* Level III ALERT	RACES is now activated. Activate the LOCAL NET, EOC, or control point. PEOC W6CDF RIVERSIDE, AEOC W6CDF INDIO, and ICC 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 seven.

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.

We are currently using an email list to activate RACES. In the future, the Live Process and/or WebEOC systems will be implemented.

APPENDIX 2 - RACES COMMUNICATIONS SYSTEM TEST

A communications systems test will be conducted on the 1st Monday of each month between 1900 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 your District RACES Communications Plan. Keep in mind that your Amateur Operator's flexibility and versatility are your greatest assets.
2. Brief all RACES Operators so that they know and understand the goals of the Monthly Test.
3. Notify the Amateur Community in your District.
4. Invite the Amateur Organizations in your District 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 Local Net and conduct a roll call of active members. Record conditions and the number of members that respond on an ICS 214.
3. All Operators are to report conditions and status. This report should include your call, and your location using your street and nearest cross street.

Sample Message: "W6TKV Sun City, Palm and 6th. This station on auxiliary power."

4. Upon receiving, the following will occur:
 - a. All districts and staff will call W6CDF Riverside, the PEOC, or W6CDF Indio, the AEOC on one of the EOC frequencies and advise what your primary frequency for contact with that station will be.
 - b. The Pass, Mountain, Blythe, Coachella, and Anza will contact W6CDF Indio AEOC and advise what your primary frequency for contact with that station will be.
 - c. Hemet, Moreno Valley, Corona, Jurupa, Riverside, Perris, Riverside, Menifee, and Southwest contact Riverside PEOC and advise Riverside what your primary frequency for contact with that station will be.
 - d. W6CDF Riverside will conduct a roll call of all Districts and Net control stations.
 - e. If for any reason your station must shut down, NOTIFY NET CONTROL. Your station will be logged out of service if you do not answer calls.
 - f. W6CDF Riverside will release all stations on completion of the test.

AFTER THE TEST:

1. Complete the ICS 214 form and forward a copy to County of Riverside EMD Preparedness Division.

APPENDIX 5 - INCIDENT NUMBER REQUESTS

The following procedure will be followed when requesting an Incident Number for an Event/Incident. 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 Event/Incident numbers:

1. Executive Staff
 2. Training Officer
 3. Public Information Officer (PIO)
 4. Systems Officer
 5. Primary EOC (PEOC) Officer
 6. Emergency Command Center (ECC) Officer
 7. Alternate EOC (AEOC) Officer
 8. Emergency Coordinator (EC)
 9. Assistant Emergency Coordinator (AEC)
- A. DURING NORMAL WORK HOURS:
1. Call (951) 955-4700, County of Riverside EMD
 2. State that you are calling to request an INCIDENT 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 faxed to (951) 955-8940. If the information is not available at the time incident 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.
- B. UNABLE TO REACH ANYONE
- If during normal work hours and you are unable to reach anyone in the office, **AND IT IS URGENT**, follow the "After Normal Work Hours" Procedure.
- C. AFTER NORMAL WORK HOURS:
1. Call (951) 940-6948, ask for the ECC and request the EMD Duty Officer be paged. The Duty Officer will call you back.
 2. Follow procedure for during normal work hours (1-6, above)

APPENDIX 6 – COUNTY OF RIVERSIDE RACES JOB DESCRIPTIONS

A. 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 novice 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.

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	<ul style="list-style-type: none"> • Install communications equipment • Operate communications equipment • Any other duties as assigned not to exceed this classification and typing
Relationships	Working with Disaster Corps, County, local government or non-government agencies.
Qualifications	<ul style="list-style-type: none"> • Amateur Radio or General Radio-Telephone • Qualifications requirements same as Type II and • 1yr+ supervisory experience • Previous deployment experience in a multi-agency or multi-jurisdictional emergency or disaster response • Ability to supervise, act as a lead person, or act as a volunteer coordinator
Training	<ul style="list-style-type: none"> • Training requirements same as Type II and • Technical Specialty: Radio Operations • Communications • ARECC – Level 3 • Disaster Volunteer Management (TBD)
Appointed by	Disaster Corps
Reports to or Partners With	Riverside County OA Program Coordinator
Length of Appointment	2-3 Years
Time Commitment	Minimum of 2 Years
Development Opportunities	<ul style="list-style-type: none"> • Be a valued member of Disaster Corps • Ability to deploy throughout the State of California and Riverside County • Specialized training and skills for Disaster Corps Program • Emergency response and preparedness

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	<ul style="list-style-type: none"> • Install communications equipment • Operate communications equipment • Act as a lead person
Relationships	Working with Disaster Corps, County, local government or non-government agencies.
Qualifications	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Training requirements same as Type III and • Intermediate Emergency Management: SEMS Field Intermediate or ICS 200 and IS 800.B -National Response Framework • ARECC – Level 2
Appointed by	Disaster Corps
Reports to or Partners With	Riverside County OA Program Coordinator
Length of Appointment	2-3 Years
Time Commitment	Minimum of 2 Years
Development Opportunities	<ul style="list-style-type: none"> • Be a valued member of Disaster Corps • Ability to deploy throughout the State of California and Riverside County • Specialized training and skills for Disaster Corps Program • Emergency response and preparedness

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	<ul style="list-style-type: none"> • Install communications equipment • Operate communications equipment
Relationships	Working with Disaster Corps, County, local government or non-government agencies.
Qualifications	<ul style="list-style-type: none"> • Defer to local requirements • Ability to work under supervision • Demonstrated ability in use of FRS <p>Demonstrated knowledge of Amateur Radio services and CB or other radio services and equipment</p>
Training	<ul style="list-style-type: none"> • Basic Emergency Management: SEMS Introduction and ICS 100 and IS 700.A – NIMS • Intro to Disaster Corps • Disaster Awareness Training • Amateur Radio Emergency Communications Course (ARECC) – Level 1
Appointed by	Disaster Corps
Reports to or Partners With	Riverside County OA Program Coordinator
Length of Appointment	2-3 Years
Time Commitment	Minimum of 2 Years
Development Opportunities	<ul style="list-style-type: none"> • Be a valued member of Disaster Corps • Ability to deploy throughout the State of California and Riverside County • Specialized training and skills for Disaster Corps Program • Emergency response and preparedness

B. RACES EMERGENCY COORDINATOR

AVAILABILITY

- Do your utmost best to make yourself available during all 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.
- Carry your emergency pager at all times, answer all emergency pages 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 8 – TRAINING

A. RECOMMENDED TRAINING

- Introduction to the Standardized Emergency Management System
- ICS-200 Basic Incident Command System
- ICS-300 Intermediate Incident Command System
- ARRL Emergency Communication Courses (EMCOMM)
 - Level 1
 - Level 2
 - Level 3
- Community Emergency Response Team (CERT)

B. REQUIRED TRAINING

- ICS-100 - Introduction to the Incident Command System

ICS -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).

- ICS-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.

C. REQUIRED SUBMITTALS

1. Background check
2. Fingerprinting

ACTIVITY LOG (ICS 214)

[illegible]

[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 10 - RIVERSIDE COUNTY FIRE/CAL FIRE STATIONS AND PRIMARY FUNCTIONS

Stations may have State, County, Contract City, or volunteer equipment. All are dispatched by the County Fire 9-1-1 Center and are part of the "Integrated fire protection system", under contract with CDF. Some listed departments are dispatch services only.

Station #1 (Perris)(951) 940-6971 Fax Number None 210 West San Jacinto Avenue Perris, CA 92570	Station #11 (Lakeland Village) (951) 678-2161 Fax Number (951) 609-1516 33020 Maiden Lane Lake Elsinore, CA 92530	Station #22 (Cherry Valley) (951) 845-2590 Fax Number (951) 845-4863 10055 Avenida MiraVilla Cherry Valley, CA 92223
Station #2 (Sunnymead) (951) 242-3101 Fax Number (951) 924-8327 24935 Hemlock Moreno Valley, CA 92557	Station #12 (Temecula) (951) 676-2161 Fax Number (951) 694-0931 28330 Mercedes Street Temecula, CA 92590	Station #23 (Pine Cove) (951) 659-2732 Fax Number (951) 659-2623 24919 Marion Ridge Road – P.O. Box 2095 Idyllwild, CA 92549
Station #3 (Nuview) (951) 928-3718 Fax Number (951) 928-8158 30515 10 th Street Nuevo, CA 92567	Station #13 (Home Gardens) (951) 737-3840 Fax Number (951) 278-9802 3777 Neece Street Corona, CA 92879	Station #24 (Cabazon) (951) 849-2316 Fax Number (951) 849-5685 50382 Irene Street Cabazon, CA 92230
Station #4 (Lake Mathews) (951) 780-8241 Fax Number (951) 789-9410 16453 El Sobrante Road Riverside, CA 92503	Station #14 (Corona) (951) 737-5541 * Fax Number (951) 737-5541 1511 Hamner Avenue Norco, CA 92860	Station #25 (San Jacinto) (951) 654-7912 Fax Number (951) 654-4180 132 South San Jacinto San Jacinto, CA 92583
Station #5 (Quail Valley) (951) 244-6462 * Fax Number (951) 244-6462 28971 Goetz Road Quail Valley, CA 92587	Station #16 (Pedley) (951) 685-6382 * Fax Number (951) 685-6382 9270 Limonite Avenue Pedley, CA 92509	Station #26 (Little Lake) (951) 658-5200 Fax Number (951) 766-8348 25954 Stanford Street Hemet, CA 92544
Station #6 (Towngate) (951) 653-3030 * Fax Number (951) 656-6105 22250 Eucalyptus Ave. Moreno Valley, CA 92553	Station #17 (Glen Avon) (951) 685-5109 Fax Number (951) 361-1227 10400 San Sevaire Way ... Mira Loma, CA 91752	Station #27 (Eastvale) (951) 898-3713 Fax Number (951) 898-3907 7067 Hamner Ave Eastvale, CA 92880
Station #7 (Sun City) (951) 679-3413 * Fax Number (951) 679-0084 27860 Bradley Road Sun City, CA 92586	Station #18 (West Riverside) (951) 685-5260 Fax Number (951) 685-7451 7545 Mission Boulevard Riverside, CA 92509	Station #28 (Sage) (951) 767-0118 Fax Number (951) 767-0658 35655 Sage Road Hemet, CA 92544
Station #8 (Woodcrest) (951) 780-8620 Fax Number (951) 780-7568 16533 Trisha Way Riverside, CA 92504	Station #19 (Highgrove) (951) 686-2105 * Fax Number (951) 784-9117 469 Center Street Highgrove, CA 92507	Station #29 (Anza) (951) 763-5611 Fax Number (951) 763-4414 56560 Hwy 371 – P.O. Box 391489 Anza, CA 92539
Station #9 (Goodmeadow) (951) 943-1925 Fax Number (951) 657-0705 21565 Steel Peak Road Perris, CA 92570	Station #20 (Beaumont/W. Banning) (951) 845-2791 Fax Number (951) 769-9420 1550 E. 6 th Street Beaumont, CA 92223	Station #30 (Pinyon) (760) 349-3209 Fax Number (760) 349-3223 70080 Hwy 74 – P.O. Box 103 Mountain Center, CA 92561
Station #10 (Elsinore) (951) 674-2161 Fax Number (951) 674-8461 410 W. Graham Ave Lake Elsinore, CA 92530	Station #21 (Calimesa) (909) 795-1010 Fax Number None 906 Park Avenue Calimesa, CA 92530	

Station #31 (Clark Training Ctr.) ... (951) 571-8612
Fax Number (951) 571-8645
16902 Bundy Avenue Riverside, CA 92518

Station #32 (La Quinta) (760) 564-4351
Fax Number None
78-111 Avenue 52 La Quinta, CA 92253

Station #33 (Palm Desert) (760) 346-0508
Fax Number (760) 568-9981
44400 Town Center Way
Palm Desert, CA 92260

Station #34 (Winchester) (951) 926-6430
Fax Number (951) 926-3719
32655 Haddock Street Winchester, CA 92596

Station #35 (Roy Wilson) (760) 343-3321
* Fax Number (760) 343-3513
31920 Robert Road
Thousand Palms, CA 92276

Station #36 (Skyborne) (760) 251-6948
Fax Number (760) 251-5414
11535A Karen Avenue Desert
Hot Springs, CA 92240

Station #37 (Desert Hot Springs) .. (760) 329-5123
Fax Number (760) 329-6136
65958 Pierson Blvd
Desert Hot Springs, CA 92240

Station #38 (Rubidoux) (951) 683-4561
Fax Number None
5721 Mission Blvd. Riverside, CA 92509

Station #39 (Thermal) (760) 399-5303
* Fax Number (760) 399-5303
86-911 Avenue 58 Thermal, CA 92274

Station #40 (Mecca) (760) 396-2173
Fax Number (760) 396-4806
91-350 Avenue 66 Mecca, CA 92254

Station #41 (North Shore) (760) 393-3073
* Fax Number (760) 393-3073
99065 Corvina Road North Shore, CA 92254

Station #43 (Blythe) (760) 921-7822
Fax Number (760) 921-7824
140 West Barnard Street Blythe, CA 92225

Station #44 (Ripley) (760) 921-7826
Fax Number (760) 921-8047
13987 Main Street Ripley, CA 92225

Station #45 (Blythe Air Base) (760) 921-7825
* Fax Number (760) 921-7825
17280 W. Hobson Way Blythe, CA 92225

Station #46 (River Bend) (760) 922-7051
Fax Number None
HCR 20, Box 2411 Blythe, CA 92226
33300 US HWY 95 Blythe, CA 92225

Station #47 (Norco) (951) 737-1479
Fax Number (951) 372-8892
3902 Hillside Avenue Norco, CA 92860

Station #48 (Sunnymead Ranch) (951) 924-6825
Fax Number (951) 601-2265
10511 Village Road Moreno Valley, CA 92557

Station #49 (Lake Tamarisk) (760) 227-3253
Fax Number (760) 227-8143
43880 Lake Tamarisk – P.O. Box 376
Desert Center, CA 92239

Station #50 (S. Rancho Mirage) (760) 328-9877
Fax Number (760) 328-6213
70801 Highway 111 ... Rancho Mirage, CA 92270

Station #51 (El Cariso) (951) 678-6070
Fax Number (951) 678-4808
32353 Ortega Highway
Lake Elsinore, CA 92530

Station #52 (Cottonwood) (951) 767-9610
Fax Number None
44222 Sage Road – P.O. Box 254
Aguanga, CA 92536

Station #53 (Garner Valley) (951) 659-5353
Fax Number (951) 659-5360
59200 Morris Ranch Road Box 28
Mountain Center, CA 92561

Station #54 (Homeland) (951) 926-2433
Fax Number (951) 926-8322
25730 Sultanas Road Homeland, CA 92548

Station #55 (Indian Wells) (760) 568-5252
Fax Number (760) 568-5816
44900 El Dorado Drive Indian Wells, CA 92210

Station #56 (Sky Valley) (760) 329-1700
* Fax Number (760) 329-1700
72985 Dillon Road
Desert Hot Springs, CA 92241

Station #57 (Corydon) (951) 735-3921
Fax Number (951) 735-1555
3367 Corydon Avenue Norco, CA 92860

Station #58 (Moreno) (951) 924-6860
Fax Number (951) 243-3841
28040 Eucalyptus Avenue
Moreno Valley, CA 92555

Station #59 (Mead Valley).....(951) 657-6711
Fax Number.....(951) 657-3924
21510 Pinewood Street.....Perris, CA 92570

Station #61 (Wildomar).....(951) 678-1661
Fax Number.....(951) 678-5909
32637 Gruwell Street..... Wildomar, CA 92595

Station #62 (Rancho Carrillo)..... (949) 728-0600
Fax Number.....None
10845 Verdugo Road, Lot #51, P.O. Box 1062
San Juan Capistrano, CA 92693

Station #63 (Poppet Flats) (951) 849-2100
Fax Number.....None
49575 Orchard Road..... Banning, CA 92220

Station #64 (Sycamore Creek).....(951) 277-1182
* Fax Number(951) 277-5261
25310 Campbell Ranch Road
Temescal Valley, CA 92883

Station #65 (Kennedy Park).....(951) 924-3253
Fax Number.....(951) 924-3963
15111 Indian Avenue ...Moreno Valley, CA 92551

Station #66 (Beaumont City).....(951) 845-3718
Fax Number.....(951) 845-0958
628 Maple Avenue Beaumont, CA 92223

Station #67 (Mesa View)(760) 340-1120
Fax Number.....(760) 779-8612
73200 Mesa View Drive
Palm Desert, CA 92260

Station #68 (Menifee).....(951) 679-5163
* Fax Number(951) 679-5163
26020 Wickard Road.....Menifee, CA 92584

Station #69 (N. Rancho Mirage)(760) 321-9399
Fax Number(760) 321-1869
71751 Gerald Ford Drive
Rancho Mirage, CA 92270

Station #70 (La Quinta-PGA West)..(760) 564-2122
Fax Number(760) 564-4872
54001 Madison Street..... La Quinta, CA 92253

Station #71 (N. Palm Desert).....(760) 346-3335
Fax Number(760) 341-4417
73995 Country Club Drive
Palm Desert, CA 92260

Station #72 (Valle Vista)(951) 927-1241
* Fax Number(951) 927-9531
25175 Fairview Avenue Hemet, CA 92544

Station #74 (Rancho Capistrano).....(951) 674-3571
Fax NumberNone
35420 Calle Grande Lake Elsinore, CA 92530

Station #75 (Bear Creek).....(951) 698-8338
Fax Number(951) 304-0184
38900 Clinton Keith RoadMurrieta, CA 92562

Station #76 (Menifee Lakes).....(951) 679-2241
Fax Number(951) 301-8401
29950 Menifee Road..... Menifee, CA 92584

Station #77 (Lake Riverside).....(951) 763-0667
Fax Number(951) 763-1007
49937 Camanche Ct.Aguanga, CA 92536

Station #79 (Coachella).....(760) 398-8895
Fax Number(760) 398-3575
1377 6th Street..... Coachella, CA 92236

Station #80 (Sun City Shadow Hills)... (760) 347-1030
Fax Number(760) 347-2126
81-025 Avenue 40Indio, CA 92203

Station #81 (N. Bermuda Dunes).... (760) 772-4391
Fax Number(760) 772-9660
37-955 Washington St..... Palm Desert, CA 92211

Station #82 (Lake Hills).....(951) 352-3074
Fax Number(951) 352-3567
17452 Lake Pointe Drive..... Riverside, CA 92503

Station #83 (French Valley) (951) 696-0962
Fax Number(951) 696-0972
37500 Sky Canyon Dr. #401Murrieta, CA 92563

Station #84 (Parkview).....(951) 693-0683
Fax Number(951) 676-8751
30650 Pauba Road Temecula, CA 92592

Station #85 (McVicker Park) (951) 245-2185
Fax Number(951) 245-2016
29405 Grand Avenue Lake Elsinore, CA 92530

Station #86 (Indio).....(760) 347-0726
Fax Number.....(760) 775-3710
46-990 Jackson Street.....Indio, CA 92201

Station #87 (Terra Lago).....(760) 342-2774
Fax Number.....(760) 342-3734
42900 Golf Center Parkway
Indio, CA 92201

Station #88 (W. Indio).....(760) 342-4495
Fax Number.....(760) 342-5755
46-621 Madison Street.....Indio, CA 92201

Station #89 (Banning).....(951) 922-3230
Fax Number.....(951) 922-3231
172 North Murray Street.....Banning, CA 92220

Station #90 (N. Perris).....(951) 657-4935
Fax Number.....(951) 657-4960
333 Placentia Avenue.....Perris, CA 92571

Station #91 (College Park).....(951) 924-2714
* Fax Number.....(951) 924-2741
16110 Lasselle Street.....Moreno Valley, CA 92553

Station #92 (Wolf Creek).....(951) 302-1497
Fax Number.....(951) 676-9269
32211 Wolf Creek Drive.....Temecula, CA 92592

Station #93 (N. La Quinta).....(760) 345-7663
Fax Number.....(760) 345-7668
44-555 Adams Street.....La Quinta, CA 92253

Station #94 (Canyon Hills).....(951) 246-2293
Fax Number.....(951) 246-2665
22770 Railroad Canyon Road
Lake Elsinore, CA 92532

Station #95 (Roripaugh Ranch)
32131 Calle Chapos.....Temecula, CA 92592

Station #96 (Glen Oaks).....(951) 302-7502
Fax Number.....(951) 302-7384
37700 Glen Oaks Road.....Temecula, CA 92592

Station #97 (Rosetta Canyon).....(951) 245-0420
Fax number.....(951) 245-0397
41725 Rosetta Canyon Road
Lake Elsinore, CA 92532

Station #99 (Morrison).....(951) 485-7083
Fax Number.....(951) 485-7121
13400 Morrison Street.....Moreno Valley, CA 92555

Station #101 (Perris—City).....(951) 943-1781
Fax Number.....(951) 943-1802
105 S. F Street.....Perris, CA 92570

AIR ATTACK BASE

Ryan Air Attack Base.....(951) 652-2066
Fax Number.....(951) 652-2089
Fax Number - Tower.....(951) 925-7174
4710 West Stetson Avenue
Hemet, CA 92545

CONSERVATION CAMPS

Bautista Conservation Camp.....(951) 927-3639
Fax Number.....(951) 927-6605
33015 Bautista Road.....Hemet, CA 92544

Norco Conservation Camp.....(951) 737-5911
Fax Number.....(951) 737-6613
3195 Western Avenue.....Norco, CA 92860

Oak Glen Conservation Camp.....(909) 797-5418
Fax Number.....(909) 797-8568
41100 Pine Bench Road.....Yucaipa, CA 92399

DEPARTMENT HEADQUARTERS

Riverside County Fire Department..(951) 940-6900
Fax Number.....(951) 940-6910
210 West San Jacinto Avenue.....Perris, CA 92570

ADMINISTRATIVE OFFICES

Eastern Operations Office.....(760) 393-3450
Fax Number.....(760) 863-7445
77933 Las Montañas Road, Suite 205
Palm Desert, CA 92211

Indio Office
Office of Emergency Services.....(760) 863-8318
82-695 Dr. Carreon Blvd.
Indio, CA 92201

Norco Fire Administration.....(951) 737-8097
Fax Number.....(951) 734-8531
3902 Hillside Avenue.....Norco, CA 92860

Riverside Office
Office of Emergency Services.....(951) 955-4700
Fax Number.....(951) 571-8647
Cost Recovery.....(951) 955-4700
Fax Number.....(951) 955-8635
4080 Lemon Street – (Basement) – Room 8
Riverside, CA 92501

FLEET SERVICES

Fleet Administration.....(951) 238-3601
Fax Number.....(951) 943-0690
88 E. Rider Street.....Perris, CA 92571

Fleet Automotive – East.....(760) 863-7440
Fax Number.....(760) 863-7443
47335 Oasis Street.....Indio, CA 92201

Fleet Automotive – West.....(951) 940-6947
Fax Number.....(951) 940-6939
210 West San Jacinto Avenue.....Perris, CA 92570

TRAINING CENTERS

BEN CLARK TRAINING CENTER – SPECIAL OPS

Ben Clark Training Center..... (951) 571-8612
Fax Number – SP OPS..... (951) 571-8645
EMS..... (951) 571-8613
Fax Number – EMS..... (951) 571-8647
Fax Number – TRN..... (951) 571-8645
Health and Safety Bureau..... (951) 571-8633
Fax Number – H & S Bureau..... (951) 571-8649
H&S – FIT TEST COORDINATOR..... (951) 571-8632
Fax Number – H & S..... (951) 571-8649
Linda Burgo – Certs/Records..... (951) 571-8617
Fax Number – Linda Burgo..... (951) 571-8645
VOL SVC..... (951) 571-8631
Fax Number – VOL SVC..... (951) 571-8648
16902 Bundy Avenue..... Riverside, CA 92518

DESERT TRAINING CENTER

Desert Training Center..... (760) 393-3454
Fax Number..... (760) 863-7447
77933 Las Montañas Road, Suite 205
Palm Desert, CA 92211

ROY WILSON TRAINING CENTER

Roy Wilson Training Center..... (760) 343-2447
Fax Number..... (760) 343-2219
72564 Ramon Road..... Thousand Palms, CA 92276

FIRE PREVENTION

Fire Prevention & Records..... (951) 943-4970
Fax Number..... (951) 657-5143
88 E. Rider Street..... Perris CA 92570
(Send ALL mail to Perris HQ)

Weed Abatement/Hazard Reduction..... (951) 943-0640
Fax Number..... (951) 943-0690
88 E. Rider Street..... Perris, CA 92570
(Send ALL mail to Perris HQ)

FIRE PROTECTION PLANNING COUNTY

West County -Riverside..... (951) 955-4777
Fax Number..... (951) 955-4886
2300 Market Street, Suite 150
Riverside, CA 92501

East County - Desert..... (760) 863-8886
Fax Number..... (760) 863-7072
77-933 Las Montañas Road, Suite 201
Palm Desert, CA 92211

FIRE PROTECTION PLANNING CITY

Banning..... (951) 922-3210
Fax Number..... (951) 922-0318
3900 W. Wilson Street..... Banning, CA 92222

Indian Wells..... (760) 346-2489
Fax Number..... (760) 346-0407
44-950 El Dorado Drive Indian Wells, CA 92210

Indio..... (760) 347-0756
Fax Number..... (760) 775-7710
46-990 Jackson Street..... Indio, CA 92201

Moreno Valley..... (951) 413-3370
Fax Number..... (951) 413-3369
14177 Frederick Street, 1st Floor
Moreno Valley, CA 92553

Palm Desert..... (760) 346-1870
Fax Number..... (760) 779-1959
73510 Fred Warning Drive
Palm Desert, CA 92260

Rancho Mirage..... (760) 324-4511
Fax Number..... (760) 324-8830
69-825 Highway 111Rancho Mirage, CA 92270

FIRE PROTECTION PLANNING CITY CONTINUED

Temecula..... (951) 694-6405
Fax Number..... (951) 506-5169
P.O. Box 9033
41000 Main Street..... Temecula, CA 92590

HAZARDOUS MATERIAL TEAM

Station #34 (Winchester)..... (951) 926-3591
Fax Number..... (951) 926-3719
32655 Haddock Street..... Winchester, CA 92596

Station #81 (N. Bermuda Dunes).... (760) 772-9090
Fax Number..... (760) 772-9660
37995 Washington Street . Palm Desert, CA 92260

MOUNTAIN RESOURCE CENTER

MRC Facility..... (951) 659-4516
Fax Number..... (951) 659-9697
P.O. Box 2097..... Idyllwild, CA 92549
25380 Franklin Drive..... Idyllwild, CA 92549

APPENDIX 11 – ACKNOWLEDGMENT OF RECEIPT

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

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____

APPENDIX 12 – 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 particular 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: 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 by the use of 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 particular 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 situation.

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 pocketsize 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 of time 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 particular 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 particular skills needed during emergencies and may or may not be part of a previously organized group.

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