



Radio Amateur Civil Emergency Service Amateur Radio Emergency Service (ARES®) Garland, Texas



ACTIVATION (non-SkyWarn)

Effective 02.2017

This activation procedure establishes the Garland Radio Amateur Civil Emergency Service (RACES) response to a City of Garland request for activation for communications service. This procedure covers the Notification, Activation, and Deactivation phases for RACES in response to a non-SkyWarn (storm-spotter) activation. Activation for Garland RACES storm spotters can be found in the *Severe Weather Procedures for SkyWarn activation.

Garland Radio Amateur Civil Emergency Service (RACES) is activated by the City of Garland, Emergency Management Coordinator, Office of Emergency Management (OEM) Duty Officer or the City Manager. RACES role is to provide emergency back-up or secondary communications. RACES is governed by FCC rules and regulations.

The RACES Radio Officer (RO) or any RACES Assistant Radio Officer (ARO) is authorized to initiate RACES activation when requested by a City of Garland (COG) official.

Garland **ARES**, an American Radio Relay League (ARRL) sponsored program, are Garland RACES appointees and can provide back-up and support communications and resources not requiring City of Garland RACES emergency activation. ARES operations can start and end at the direction of the requesting organization.

Notification Phase¹

1. City of Garland official notifies a RO or an ARO of need to activate Garland RACES. Incident synopsis will be given. (If non emergency, ARES shall be activated)
2. Notified radio officer will;
 - Contact a Net Control Station (NCS) operator or Assistant Net Control Station (ANCS) to request a RACES net be activated.
 - Contact a RACES OEM Support Team (OST) member to report to the Emergency Operations Center (EOC) radio room.

Incident synopsis will be given including directions to a staging location.

3. Notified NCS will initiate the alert procedure and bring up the net. Incident synopsis will be given.
4. RACES members alerted for activation follow instructions from net control.

RACES appointees are encouraged to make provisions ahead of time for the safety and well-being of their families and home.

Activation Phase

1. Initial radio officer assumes RACES Team Lead, activates the designated RACES Staging Area and initiates the staging activity², plans and make assignments to RACES appointees.
2. Team Lead contacts EOC radio operator for periodic status updates. Will relocate to EOC radio room as soon as staging stabilizes. Assigns and turns over staging operations to RACES Staging Manager².
3. NCS operator activates Garland RACES net per Emergency Operations Frequency Plan² and begins net operations. Additional nets activated as needed per plan³.
4. RACES OST member activates the EOC radio console. Establish contact with net control.
5. RACES appointees assemble at a designated staging area, check in, and receive assignments.

Deactivation Phase

1. EOC notifies RACES Team Leader to deactivate. Emergency/Event operations closed.
2. RACES Team Leader notifies net control to deactivate all operations and demobilize. All units report to staging or stand down and deactivate as directed. All deactivated units return to Normal Conditions
3. RACES Team Leader compiles and documents incident operations for Emergency Management.
4. If post emergency communications support is requested, all activities to continue using ARES® guidelines and communications net(s) will be reestablished.

NOTE: These are general guidelines for which there may be deviations due to unusual or changing circumstances.

Reference; ¹ Emergency Notification/Activation Contact list – ² Staging Document - ³ Emergency Operations Frequency Plan

* Severe Weather Procedures for SkyWarn activation.