

STATE OF OREGON

AMATEUR RADIO COMMUNICATIONS PLAN



Oregon Emergency Management

Revised: February 18, 2005

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OREGON EMERGENCY MANAGEMENT

AMATEUR RADIO COMMUNICATIONS PLAN

February 18, 2005

FORWARD

Most public safety communications systems are designed to perform in emergencies at any time of day or night. These systems generally fulfill the demands placed on them by normal conditions or small emergencies and operate within their system design. It is when these systems fail, are degraded, or are expected to perform beyond their design that volunteer communications are considered as an alternate means of communicating.

Part 97.1 of the Federal Communication Commissions (FCC) rules and regulations are designed to provide an amateur radio service having a fundamental purpose as expressed in the following:

- (a) Recognition and enhancement of the value of the amateur service to the public as a voluntary noncommercial communication service, particularly with respect to providing emergency communications.

This is an essential element of the "public interest, convenience or necessity" doctrine embodied in the Communications Act of 1934. With this in mind, the American Radio Relay League (ARRL), a private corporation, makes emergency communications an objective for its Field Organization, using Amateur Radio Emergency Service (ARES) as its vehicle for accomplishing this task.

Part 97.407 of the FCC rules provides for Radio Amateur Civil Emergency Service (RACES). RACES is a special phase of amateur radio recognized by the Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA), that provides amateur radio communications for civil preparedness purposes, for local, regional or national civil emergencies. These types of emergencies are not limited to wartime, but can be incorporated into "all hazards" communications planning with special emphasis on natural disasters such as fires, floods and earthquakes, which historically are common practice for utilization of this service.

Forward any comments, corrections, or additions (for consideration) to this plan to Oregon Emergency Management, Technology & Response Services Section, PO Box 14370, Salem, Oregon 97309-5062.

/s/ Kenneth D. Murphy
Kenneth D. Murphy, Director
Oregon Emergency Management

I. PURPOSE

The intent of this plan is to provide guidance to state and local governmental agencies that utilize the Amateur Radio Service to support existing emergency communications in support of Oregon Revised Statutes, chapter 401.

II. SITUATION AND ASSUMPTIONS

A. Situation

This plan will describe generic statewide operations for Emergency Management Agencies (state and local) that include the Radio Amateur Civil Emergency Service (RACES) program (see appendix 2). Amateur Radio plans will be developed at the local level to address specific requirements within their jurisdiction (e.g., training, liability insurance, mutual aid, frequencies, etc.).

When operating in a RACES mode under the FCC rules, certain restrictions may apply (see appendix 2). By combining the ARES organizational structure, where accepted, and RACES guidelines at the local and state level under dual registration, roles may be switched to meet requirements for the communications emergency as it develops (this practice will assist in maximizing personnel and meeting emergency management needs).

Amateur radio will not be used as a standard communications channel between emergency management agencies when and where common carrier communications exist in sufficient abundance to conduct normal communications. The amateur radio program will be activated by emergency management personnel, normally during the response phase and will be de-activated as normal communications channels and services are restored.

B. Assumptions

Oregon Emergency Management (OEM) concurs with the Department of Homeland Security (DHS) / Federal Emergency Management Agency (FEMA) and the American Radio Relay League (ARRL) in advocating dual registration in both the Amateur Radio Emergency Service (ARES) organization and the Radio Amateur Civil Emergency Service program (RACES).

This plan describes RACES operations only, utilizing the organizational structure of ARES as developed for Oregon. [Note: If an amateur radio group is registered with a local or state emergency management office, it will be considered a RACES program per this plan].

Liability Insurance for volunteers and their equipment will be addressed in local plans.

III. CONCEPT OF OPERATIONS

Acceptance of or participation in this plan shall not be deemed as a relinquishment of license control, nor shall it prohibit an amateur radio operator from exercising discretion and responsibility in any given situation under the terms of his/her FCC license.

It is understood that existing communication networks will serve initial and basic communications for emergency operations. Landline circuits and commercial or government wireless circuits, when available, will serve as the primary mode of communication, followed by agency radio(s) as backup. Amateur Radio will be activated to provide communications assistance to agencies served after existing primary public safety networks are either overloaded, inoperable, or are non-existent at the disaster scene.

During an emergency, code systems used for brevity will be discontinued and plain text/normal speech will be used to ensure comprehension. In addition, local time (vs. UTC) will be used during transmissions.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

Emergency communication systems are organized and coordinated at the local, state, and federal levels of government. Components of these systems include the public and private sector. The responsibility for ensuring that the communication systems are operational and incorporate all available resources rests with each level of government and/or other organization(s), as prescribed.

B. Task Assignments

1. Local and State Emergency Management Agencies

- a. Shall appoint an amateur radio coordinator (e.g. RACES Radio Officer (RO)) to assist in management and coordination of the volunteer amateur radio program. [Note: The RO, upon mutual agreement between the emergency management agency and ARES **may** utilize the ARES appointed Emergency Coordinator (EC)].
- b. Shall develop and maintain an amateur radio plan to fulfill their Jurisdiction's operational needs to include standard operating procedures (SOP), a recall roster/or calling tree for essential personnel (RO and/or EC).
- c. Will notify local jurisdiction(s) and/or Oregon Emergency Management through the Oregon Emergency Response System (OERS) at 1-800-452-0311 or 503-378-6377 when Amateur Radio is activated to support emergency communications.
- d. Oregon Emergency Management will work with the volunteer amateur radio coordinator for Oregon to maintain a list of amateur radio appointees by county. The list will be updated annually, at minimum, and available upon request to the emergency management and RACES community.

2. Amateur Radio Personnel

- a. Shall properly use equipment and adhere to adopted message formatting and handling (see appendix 3).
- b. Will work within appropriate chain of command for the agencies and organizations served.
- c. Will maintain familiarity with local, district, and statewide frequencies, and modes of operation (see appendix 2).
- d. Will adhere to minimum training requirements (see appendix 4).
- e. When operating within the prevue of the amateur radio service, will operate within the privileges and restrictions of their FCC amateur radio license.

V. DIRECTION AND CONTROL

The local emergency management director/coordinator is the overall authority for his/her facility, operational area(s), and personnel.

The State (Oregon Emergency Management) will maintain a database with respect to the issuance of state RACES identification cards. The database can be used as a resource to local emergency managers in identifying amateur radio operators in each county/jurisdiction.

OEM retains the right to decline an application or request for a state identification card with just cause.

VI. CONTINUITY OF GOVERNMENT

Lines of succession will adhere to standard operating procedures established by local and state emergency management agencies.

Amateur radio personnel will adhere to chain of command as identified in RACES operational areas.

VII. ADMINISTRATION AND SUPPORT

A. SECURITY

Due to the vital role of communications during emergency operations, particularly for defense purposes and homeland security, emergency management agencies shall investigate the personal background of any amateur radio volunteer assigned to their Emergency Operations Center (EOC), or to another facility designated by EOC staff.

B. IDENTIFICATION

Oregon Emergency Management has implemented an identification card process (see appendix 5). The process is voluntary and is designed to provide a standard screening and registration process for volunteers who provide communications via amateur radio to local and state homeland security / emergency management agencies in meeting the FCC rules for RACES operations. The identification card process is intended to work through local emergency management agencies statewide; OEM will not issue an identification card directly to any volunteer. The process will not override local identification practices.

C. TRAINING

Each jurisdiction utilizing amateur radio personnel to provide communications is responsible for ensuring that those persons are familiar with their agency's standard operating procedures and equipment. See appendix 4 for minimum training requirements. Further training may be implemented and provided by local and/or state emergency management agencies, or volunteer organizations.

VIII. AUTHORITY

- A. Code of Federal Regulations - Title 47; Part 97 Subpart A, Section 97.1; 97.5; Subpart B, Section 97.101, 97.103, 97.111, 97.119; Subpart D, Section 97.301, 97.305; and Subpart E (all); Federal Communications Rules and Regulations; Amateur Radio Service.
- B. FEMA Civil Preparedness Guide (CPG) 1-15, titled Guidance for Radio Amateur Civil Emergency Service.

IX. ANNEX DEVELOPMENT AND MAINTENANCE

The Communications Officer/RACES Coordinator for Oregon Emergency Management is responsible for maintaining this plan. Shared input from all system users is necessary to ensure common goals and procedures are met.

X. APPENDICES:

Appendix 1	Amateur radio district boundary diagram
Appendix 2	Communications frequencies and modes
Appendix 3	Message requirements
Appendix 4	Minimum training requirements
Appendix 5	Identification card process
Appendix 6	Acronyms

XI. ATTACHMENT A = FORM TO REQUEST ID CARDS

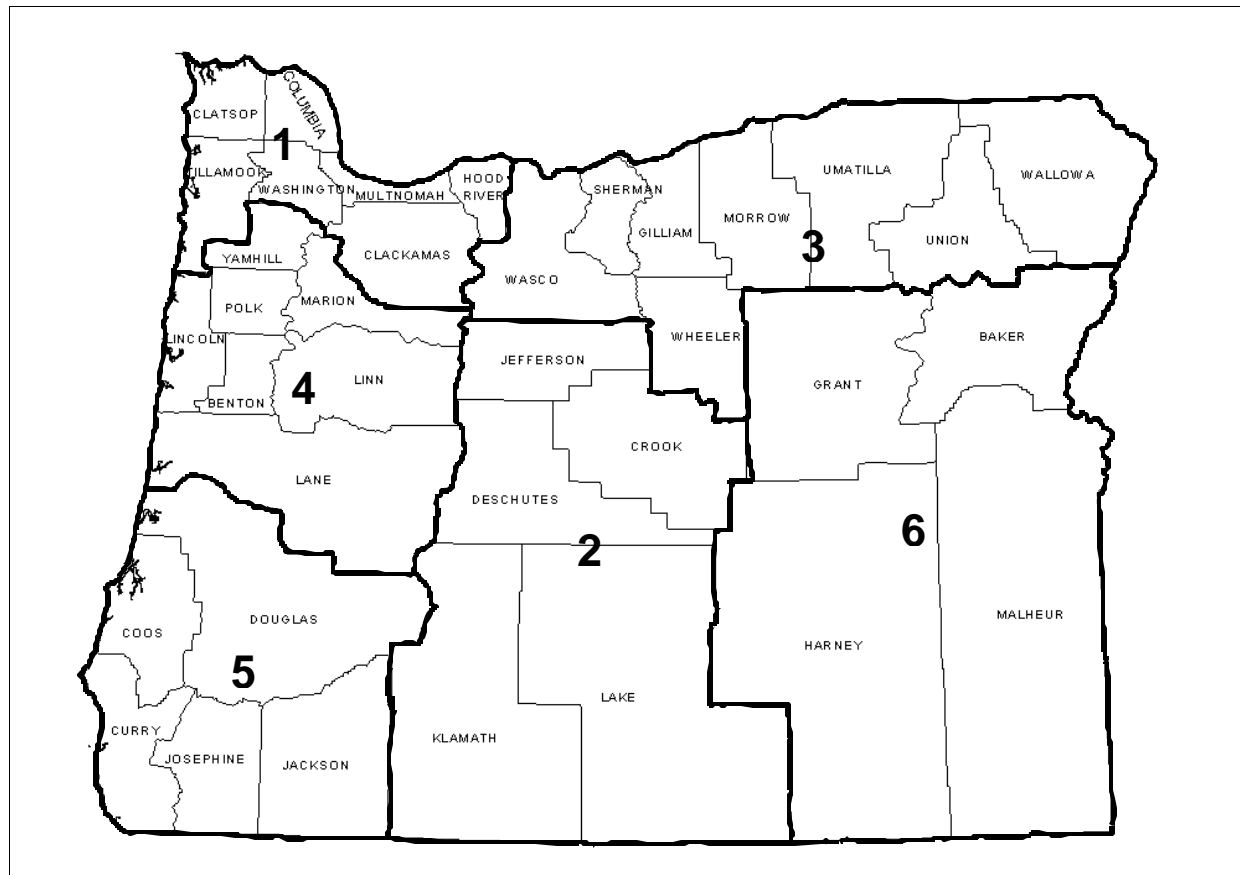
All requests for identification cards from the local emergency manager to OEM will be submitted on the "Request for RACES State of Oregon Identification Card" form (attachment A).

APPENDIX 1 AMATEUR RADIO DISTRICT BOUNDARIES

DISTRICT #1	DISTRICT #2	DISTRICT #3	DISTRICT #4	DISTRICT #5	DISTRICT#6
CLACKAMAS CLATSOP COLUMBIA HOOD RIVER MULTNOMAH TILLAMOOK WASHINGTON	CROOK DESCHUTES JEFFERSON LAKE KLAMATH	GILLIAM MORROW SHERMAN UMATILLA UNION WALLOWA WASCO WHEELER	BENTON LANE LINCOLN LINN MARION POLK YAMHILL	COOS CURRY DOUGLAS JACKSON JOSEPHINE	BAKER GRANT HARNEY MALHEUR



ARMA (Amateur Radio Mutual Assistance Teams) is a special purpose district affiliated with OEM for *statewide* response and coordination, when requested. This district includes and coordinates with Oregon Emergency Management's amateur radio group.



APPENDIX 2 COMMUNICATIONS

PRIMARY OEM COMMUNICATIONS (land line):

OERS	503-378-6377
WATS	800-452-0311
FAX	503-588-1378 (operation center)
LEDS	"EMD" address
TTY	503-373-7857
NAWAS	"Oregon Warning Point"

SECONDARY/RADIO BACKUP COMMUNICATIONS:

MODE	DESCRIPTION
FIRENET	Remote base located at OEM, allowing access to 23 radio/microwave tower sites providing statewide communications.
OES	Low band with a microwave link to Mary-s Peak. Primary use as local link between the ECC and Local Emergency Mangers/Directors.
SAR	OEM's coverage is limited to the Willamette Valley or line of site from Prospect Hill in South Salem (base station location).
AMATEUR	HF, VHF, UHF utilized by amateur radio operators as a backup to secondary communications.
FNARS	FEMA National Radio System is a High Frequency (HF) radio used during emergencies for direction, control and coordination with DHS/FEMA, and other federal agencies.
OPERATION SECURE Network	Operation Secure is a High Frequency (HF) radio used in disaster communications for direction, control and coordination. It is designed to provide communications between participating emergency management agencies throughout Oregon and adjacent state emergency management agencies. Frequencies are within the 2-10 MHz band. SECURE = State Emergency Communications Using Radio Effectively
EAS	Emergency Alert System, formerly the Emergency Broadcast System used to alert/warn the public via commercial broadcast means in an emergency.
MERS	Mobile Emergency Response Support – deployed upon request from DHS/FEMA.
CELLULAR	Cellular service will be coordinated with appropriate vendors, as needed.
SATELLITE	Satellite service is available in OERS on an emergency basis.

AMATEUR RADIO COMMUNICATIONS PROCEDURES

Common statewide RACES Frequencies and modes adopted for emergency communications purposes:

HF Radio provides statewide coordination and communications between amateur radio organizations, and is a primary channel for voice traffic that cannot be sent by way of VHF or adopted digital modes. The HF network is referred to as the statewide "Command Channel" during emergency operations.

PRIMARY DAY TIME FREQ7248.0 kHz (Lower Side Band)
SECONDARY 3993.5 kHz (Lower Side Band)
RESERVE 1978.0 kHz (Lower Side Band)

PRIMARY NIGHT TIME FREQ . . 3993.5 kHz (Lower Side Band)
SECONDARY 7248.0 kHz (Lower Side Band)
RESERVE 1978.0 kHz (Lower Side Band)

VHF/UHF Radio provides local/regional coordination and communications between amateur radio organizations, and is a primary channel for voice traffic to the State ECC from the **greater Willamette Valley area**. OEM's amateur radio unit will monitor the following VHF/UHF frequencies based on area of impact:

SALEM AREA

PRIMARY145.33 MHz (CTCSS 186.2)
SECONDARY.146.86 MHz (CTCSS 186.2)
RESERVE.443.725 MHz (CTCSS 186.2)

DISTRICT #1 – PORTLAND AREA

PRIMARY147.32 MHz
[serving Portland Metropolitan area]

DISTRICT #2 – CENTRAL OREGON

PRIMARY IN-DISTRICT USE 147.36 MHz
DISTRICT TO SALEM.147.120 MHz
[serving Crook, Deschutes and Jefferson Counties]

DISTRICT #4 – WILLAMETTE VALLEY/CENTRAL COAST

PRIMARY 146.78 MHz
[serving Marion, Polk, Lincoln, Linn, Benton, Lane, and Yamhill Counties]

DISTRICT #3, #5, #6. *frequencies not identified*

RADIO AMATEUR CIVIL EMERGENCY SERVICE (RACES)

Title 47, Code of Federal Regulations, Part 97, section 407, Radio Amateur Civil Emergency Service (RACES), as of October 1, 2004 edition.

1. No station may transmit in RACES unless it is a FCC-licensed primary, club, or military recreation station and it is certified by a civil defense organization as registered with that organization, or it is a FCC-licensed RACES station. No person may be the control operator of a RACES station, or may be the control operator of an amateur station transmitting in RACES unless that person holds a FCC-issued amateur operator license and is certified by a civil defense organization as enrolled in that organization.

[NOTE: Amateur radio volunteers who register with their local and state emergency management agencies in compliance with this communications plan are in compliance with the RACES rules.]

2. The frequency bands, segments and emissions authorized to the control operator are available to stations transmitting communications in RACES on a shared basis with the amateur service. In the event of an emergency, which necessitates the invoking of the Presidents War Emergency Powers under the provisions of Section 706 of the Communications Act of 1934, as amended, 47 U.S.C. 606, RACES stations and amateur stations participating in RACES may only transmit on the following frequencies:

A.	1800-1825	kHz	1975-2000	kHz
	3.50-3.55	MHz	3.93-3.98	MHz
	3.984-4.000	MHz	7.079-7.125	MHz
	7.245-7.255	MHz	10.10-10.15	MHz
	14.047-14.053	MHz	14.22-14.23	MHz
	14.331-14.350	MHz	21.047-21.053	MHz
	21.228-21.267	MHz	28.55-28.75	MHz
	29.237-29.273	MHz	29.45-29.65	MHz
	50.35-50.75	MHz	52-54	MHz
	144.50-145.71	MHz	146-148	MHz
	2390-2450	MHz		

- B. 1.25 m, 70 cm, and 23 cm bands; and
 - C. The channels at 3.997 MHz and 53.30 MHz may be used in emergency areas when required to make initial contact with a military unit and for communications with military stations on matters requiring coordination.
3. A RACES station may only communicate with:
 - A. Another RACES station;
 - B. An amateur station registered with a civil defense organization (e.g. emergency management/homeland security);
 - C. A United States Government station authorized by the responsible agency to communicate with RACES stations.
 - D. A station in a service regulated by the FCC whenever such communication is authorized by the FCC.

4. An amateur station registered with a civil defense organization may only communicate with:
 - A. A RACES station licensed to the civil defense organization with which the amateur station is registered;
 - B. The following stations upon authorization of the responsible civil defense official for the organization with which the amateur station is registered:
 - I. A RACES station licensed to another civil defense organization;
 - ii. An amateur station registered with the same or another civil defense organization;
 - iii. A United States Government station authorized by the responsible agency to communicate with RACES stations; and
 - iv. A station in a service regulated by the FCC whenever such communication is authorized by the FCC.
5. All communications transmitted in RACES must be specifically authorized by the civil defense organization for the area served. Only civil defense communications of the following types may be transmitted:
 - A. Messages concerning impending or actual conditions jeopardizing the public safety, or affecting the national defense or security during periods of local, regional, or national civil emergencies;
 - B. Messages directly concerning the immediate safety of life of individuals, the immediate protection of property, maintenance of law and order, alleviation of human suffering and need, and the combating of armed attack or sabotage;
 - C. Messages directly concerning the accumulation or dissemination of public information or instructions to the civilian population essential to the activities of the civil defense organization or other authorized governmental or relief agencies; and
 - D. Communications for RACES training drills and tests necessary to ensure the establishment and maintenance of orderly and efficient operation of the RACES as ordered by the responsible civil defense organization served. Such drills and tests may not exceed a total time of 1 hour per week. With the approval of the chief officer for emergency planning in the applicable State, Commonwealth, District or territory, however, such tests and drills may be conducted for a period not to exceed 72 hours no more than twice in any calendar year.

[54 FR 25857, June 20, 1989, as amended at 65 FR 6550, Feb. 10, 2000]

APPENDIX 3 MESSAGE REQUIREMENTS

MESSAGE/TRAFFIC FORMAT

ALL "OFFICIAL" VOICE TRAFFIC TO AND FROM THE STATE ECC SHOULD BE IN OFFICIAL ARRL NATIONAL TRAFFIC SYSTEM (NTS) FORMAT. This may include traffic related to amateur radio communications, but does not include the information required for maintenance of communications links and networks. Digital traffic (electronic messages) must be sent as plain text (ASCII), and will require a signature line for the authorizing agency/sender.

TRAFFIC ORDER

Operators at the State ECC, at all times, will handle Emergency traffic first, followed by Priority traffic, and finally Routine traffic defined as follows:

Emergency: Any message having *life and death urgency* to any person or group or persons, which is transmitted by amateur radio in the absence of regular commercial facilities. This includes requests for supplies, materials or instructions vital to relief in disaster stricken areas.

Priority: Messages of importance having *a specific time limit*. Official messages not otherwise covered in the Emergency category.

Routine: Most traffic that *doesn't bear a time restraint* will fall into this category.

REQUIREMENTS FOR ALL MESSAGES/TRAFFIC

- ! Messages must be numbered.
- ! Precedence will be **(E)mergency**, **(P)riority**, or **(R)outine**.
- ! Handling instructions are typically not used (at the State ECC).
- ! Station of origin given phonetically, over voice, using ITU standard phonetic alphabet.
- ! Check is required (over voice networks).
- ! Place of origin will generally be **COUNTY EOC**, such as No Name County EOC.
- ! Time filed will be recorded in the 24 hour system using **LOCAL TIME** (PST/PDT or MST/MDT). For example: 3:06 PM is given as 1506 PST or 1506 MDT, etc.
- ! Date in Month, Day form. **(NO YEAR, year is assumed)** Example: APR 14.
- ! Address of person in ECC...ADUTY OFFICER, STATE ECC@
- ! Exercise messages must include **THIS IS A TEST MESSAGE** in the body of the text.
- ! All messages must have an authorized signature of the sender.

EXAMPLE TEXT MESSAGE FORMAT...

RADIOGRAM

STATE OF OREGON EMERGENCY COORDINATION CENTER

Radio **A**mateur **C**ivil **E**mergency **S**ervice

W7OEM

NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
--------	------------	----	-------------------	-------	-----------------	------------	------

TO: _____

- 1 _____ (5)
- 2 _____ (10)
- 3 _____ (15)
- 4 _____ (20)
- 5 _____ (25)
- 6 _____ (30)
- 7 _____ (35)
- 8 _____ (40)
- 9 _____ (45)
- 10 _____ (50)

SIGNATURE: _____

FOR RACES OPERATOR'S USE ONLY (NOT TO BE TRANSMITTED)

REC-D BY:	TIME:	MODE:	SENT BY:	TIME:	MODE:
RACES SUPERVISOR:					
RECEIVE/TRANSMIT MESSAGE LOG NUMBER:			R-	T-	

APPENDIX 4 MINIMUM TRAINING REQUIREMENTS

I. RADIO COMMUNICATIONS

- A. Amateur Radio Operators will demonstrate the ability to identify the following components on amateur radio equipment located in their respective county emergency operations center (mobile/fixed), to include personal equipment utilized in emergency communication conditions:
 - 1. On/off and volume controls.
 - 2. Push-to-talk switch.
 - 3. Channel/frequency selector.
 - 4. Squelch control.
 - 5. Radio offset (+, -, simplex, duplex).
 - 6. CTCSS tone programming.

- B. Amateur Radio Operators will demonstrate the ability to:
 - 1. Effectively communicate to another unit/jurisdiction by radio using proper procedures as established by FCC rules and regulations, standard operating procedures, and ARRL format.
 - 2. Change radio batteries and/or power sources.
 - 3. Change radio channel or frequency.

- C. Through evaluation, Amateur Radio Operators will demonstrate:
 - 1. A basic knowledge of radio wave performance and the effects that terrain, distance, and structures have on emergency communications.
 - 2. A basic knowledge of radio codes and procedures.
 - 3. A basic knowledge of inter-unit communications.
 - 4. A basic knowledge of intra-unit communications.

(Reference: Oregon Revised Statutes, Chapter 401, SAR communications)

II. TRAINING/CERTIFICATION:

A. As defined and/or required by local and state emergency management agencies.

1. Localized training may include the following:

- a. Introduction to Incident Command System / Emergency Operations Center (ICS/EOC) operations
- b. Basic Incident Command System, available through FEMA home study program (IS-195)
- c. First Aid/CPR (Red Cross, Medic 1st Aid, or other recognized)
- d. Emergency Locator Transmitter tracking (ELT) - optional
- e. Search and Rescue Operations – optional
- f. FEMA Professional Development Series (PDS) courses, available through home study program, as follows:
 - G-230, Principles of Emergency Management
 - G-240, Basic Skills 1; Leadership and Influence
 - G-241, Basic Skills 2; Decision Making and Problem Solving
 - G-243, Basic Skills 3; Effective Communication
 - G-244, Developing Volunteer Resources
 - G-235, Emergency Planning
 - G-120, Exercise Design
- g. National Incident Management System (NIMS), available through home study program (IS-700)
- h. Additional FEMA home study courses, as defined by served agency

APPENDIX 5 IDENTIFICATION

PURPOSE

To establish, manage and maintain an identification card process for volunteer amateur radio emergency communications personnel affiliated with the RACES (Radio Amateur Civil Emergency Service) program throughout Oregon.

The identification card will signify registration with both the local and state homeland security / emergency management agencies for the purpose of meeting the FCC rules related to volunteer communications in the RACES program. The bearer of such card may be recognized as a representative to the local emergency management office who issued the card (county name noted under the photo of the card holder) and Oregon Emergency Management. This card does not provide any other authorization except in performance of the bearers' assignment: Volunteer Emergency Communications, upon request, of the activating/requesting agency.

The process identified in this appendix will establish a procedure to standardize the identification and clearance of volunteer amateur radio operators, as adopted by Oregon's local emergency management community.

If a volunteer falsely uses the identification card during circumstances that violate the purpose of this plan, the card will be relinquished (the card holder will not be eligible for another RACES identification card in Oregon). A card holder traveling to another jurisdiction, from that which the card was issued, will not provide volunteer emergency communications unless requested by that county in which they have traveled.

SCOPE OF DUTY

1. Jurisdictions will establish a list of amateur radio personnel and complete a background check that will at minimum include a NCIC and drivers license check through LEDS.
 - A. Local jurisdictions will utilize established criteria for appointment or reappointment of "paid" or "volunteer" staff when staffing amateur radio positions, as applicable.
 - B. Agencies that do not have access to LEDS may request that OEM complete a background check for their RACES personnel. Backgrounds will be processed through established protocols and a fee may apply.
 - i. OEM will destroy all documentation related to background checks once the registration form(s) have been processed.
2. To obtain identification cards from OEM, the local emergency manager, or designated individual, will forward the "Request for RACES State of Oregon Identification Card" form with the appropriate information provided (see attachment A) to OEM.
3. OEM will enter the amateur radio operator's information into an OEM maintained database, and return identification cards to the local emergency manager or designated individual for final processing.

4. The local emergency manager, or designated individual, will sign and affix a photograph of each cardholder to the identification card(s) and disseminate to RACES personnel.
 - A. If an electronic picture is provided with the request for identification card (in jpeg or bitmap format), then OEM will print the photo on the card before returning. The photo must be saved with the amateur's FCC call sign as the file name (example: w7tmk.jpg).
5. Identification cards must be renewed every two years, but may be requested at any time.
6. Local emergency managers are requested to advise OEM whenever a RACES volunteer terminates affiliation with a jurisdiction (this will ensure the database is current). The "Request for RACES State of Oregon ID Card" form has provisions for this at the bottom.
7. Local emergency managers or other designated individuals will have the authority to suspend and seize identification cards, as appropriate, under this plan. If an identification card is seized, that card will be returned to OEM or destroyed by the Local Emergency Manager (LEM); with that information being forwarded to OEM for database maintenance purposes. The identification cards must be returned to the LEM or OEM when expired, or retrieved for proper disposal.

SAMPLE ID CARD:

	<p>OREGON EMERGENCY MANAGEMENT</p> <p>certifies that</p> <p>OEM RACES UNIT, W7OEM</p> <p>is a Volunteer Amateur Radio Emergency Communicator with the RACES Program in the State of Oregon.</p>	<p>PURPOSE OF THIS CARD IS TO SIGNIFY REGISTRATION WITH LOCAL AND STATE HOMELAND SECURITY / EMERGENCY MANAGEMENT (EM) FOR THE PURPOSE OF MEETING FCC RULES RELATED TO VOLUNTEER COMMUNICATIONS IN THE RACES PROGRAM. THIS CARD DOES NOT PROVIDE ANY OTHER AUTHORIZATION.</p> <p>BEARER OF THIS CARD HAS MET BACKGROUND REQUIREMENTS ESTABLISHED BY LOCAL AND STATE EM OFFICIALS.</p>
OEM	Signature of Bearer	ODL / ID # 0000000 DPSST # 0
Date issued: 1/1/2005	Expires: 6/1/2007	Card # 1414
Signature of Local EM issuing Official / Signature of Oregon EM issuing Official		PRIMARY FREQ(s): _____
		<p>THIS CARD IS PROPERTY OF THE ISSUING OFFICIAL(S). REPRODUCTION, ALTERATION, OR MISUSE, THEREOF, IS STRICKLY PROHIBITED. IF FOUND, RETURN TO: OEM, ATTN: COMMUNICATIONS OFFICER, PO BOX 14370, SALEM OR 97309-5062.</p>

APPENDIX 6 ACRONYMS

ARRL	American Radio Relay League
ARES	Amateur Radio Emergency Service
ARMAT	Amateur Radio Mutual Assistance Teams
CTCSS	Continuous Tone Coded Squelch System
CPG	Civil Preparedness Guide
DOB	Date of Birth
DPSST	Department of Public Safety Standards and Training
DHS	Department of Homeland Security
EC	Emergency Coordinator
ECC	Emergency Coordination Center
ELT	Emergency Locator Transmitter
EOC	Emergency Operations Center
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
FNARS	Federal National Radio System
GETS	Government Emergency Telecommunications System
HF	High Frequency
ICS	Incident Command System
ITU	International Telecommunications Union
LEDS	Law Enforcement Data System
LEM	Local Emergency Manager
MERS	Mobile Emergency Response Support
MDT	Mountain Daylight Time
MST	Mountain Standard Time
NAWAS	National Warning System
NCIC	National Crime Information Center
NIMS	National Incident Management System
NTS	National Traffic System
ODL	Oregon Drivers License
OEM	Oregon Emergency Management
OERS	Oregon Emergency Response System
OES	Oregon Emergency Services
PDS	Professional Development Series
PDT	Pacific Daylight Time
PST	Pacific Standard Time
RACES	Radio Amateur Civil Emergency Service
RO	Radio Officer
SAR	Search and Rescue
SECURE	State Emergency Communications Using Radio Effectively
SHARES	Shared Resources [National Communications System]
SITREP	Situation Report
SOP	Standard Operating Procedure
TDD/TTY	Telephonic Device for the Deaf/Teletype
UHF	Ultra High Frequency
UTC	Universal Time Coordinates
VHF	Very High Frequency