

Lewis County RACES Plan

(Radio Amateur Civil Emergency Services)

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Prepared by

**Lewis County
Division of Emergency Management**

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for the

Lewis County RACES Organization

APPROVALS AND CONCURRENCES:

**BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON**

Chairman

Date

ATTEST:

Rieva Lester, Clerk of the Board

Date

DEPUTY DIRECTOR, LEWIS COUNTY EMERGENCY MANAGEMENT:

Andy Caldwell

Date

Lewis County RACES Officer

Bill Harwell, Radio Officer

Date

RECORD OF CHANGES

NOTICE TO PLAN HOLDERS: In order to maintain a current *Lewis County RACES Plan*, changes will be issued periodically by the Lewis County Department of Emergency Management. Please make those changes upon receipt, and record them on this page. **If a previous change number shows no entry, you may not have an up-to-date version of this plan.**

CHANGE	DATE	LOCATION/PAGES(S) CHANGED	INITIALS
01	05-1995	Date of Original Issue	
02	09-15-99	Plan Revision, names, dates, whole document	
03	08-15-05	Entire Plan Revision, reformatted, names/titles	
04	10-24-18	Entire Plan Revision, formatting, names/dates	
05	01-22-19	Entire Plan Revision, formatting, names/dates	
06	05-26-2020	Plan Revision, names/dates	
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PLAN DISTRIBUTION LIST

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I. INTRODUCTION

- A. RACES is a special part of the amateur operation sponsored by the Federal Emergency Management agency (FEMA). RACES was primarily created to provide emergency communications for civil defense preparedness agencies and is governed in FCC Rules and Regulations, Part 97, Subpart E, Section 97.407. Today, as in the past, RACES is utilized during a variety of emergency/disaster situations where normal governmental communications systems have sustained damage or when additional communications are required/desired. This includes, but may not be limited to: natural disasters, technological disasters, terrorist incidents, civil disorder, and nuclear/chemical incidents or attack.
- B. The RACES organization is composed of licensed amateur radio volunteers who are registered with the Lewis County Division of Emergency Management under RCW 38.52.
- C. The Amateur Radio Emergency Services (ARES) is the ARRL's public service arm for providing and supporting emergency communications, where needed, when an emergency/disaster strikes. For purposes within this plan, ARES organizations are identified as primarily providing support for non-government agencies during an emergency or disaster. ARES organizations/operators, during emergencies/disasters may be used if RACES resources are depleted or do not exist. If called upon to support government needs the ARES organization/operators will be considered as operating under RACES and will be registered as an emergency worker in accordance with RCW 38.52 and WAC 118.04. This plan supports and complements the Lewis County Comprehensive Emergency Management Plan, Annex L (Communications).
- D. It should be noted that RACES and ARES licensed operators can hold dual registration in RACES and ARES. Further, it is encouraged by the ARRL that licensed amateur radio operators be registered/certified as both and that cooperative efforts between RACES and ARES organizations be established and maintained.

II. PURPOSE

The purpose of this plan is to provide guidance, establish responsibility, and ensure coordinated operations between Lewis County government officials, support agencies, and the RACES organization during times when there are extraordinary threats to the safety of life and/or property.

Maximum benefits from the RACES organizations can be obtained only through careful planning which identifies the organizations, agencies, and individuals concerned and assigns a definitive role to each. This plan enables agencies and organizations having emergency responsibilities to include the RACES organizations in local emergency plans and programs.

III. SCOPE

The focus of this plan will address the responsibilities and procedures that the Lewis County Emergency Management Division's RACES Unit, has for implementing RACES

during emergencies/disasters in support of Lewis County Emergency Management and others. Possible missions will be identified for use within the local jurisdiction.

IV. AUTHORITY

- A. Federal Communications Commission Rules and Regulations, Part 97 Subpart E, section 97.407 addresses RACES.
- B. FEMA Civil Preparedness Guide (CPG) 1-15, dated March 1991, titled: Guidance for Radio Amateur Civil Emergency Services (RACES).
- C. RCW 38.52 – WAC 118-04-080; WAC 118-04-100 (3).

V. ORGANIZATION

- A. Per CPG 1-15, the local Emergency Management Director (or designated representative) appoints, in writing, a reliable amateur radio operator to serve as the RACES Officer.
- B. The RACES Officer serves as the liaison between the RACES organization and the emergency management Deputy Director, recruits members for the organization, and develops plans for the employment of the organization in support of the government agencies in which it serves.
- C. The RACES organization primarily consists of volunteers who possess a valid FCC Amateur Radio Operator License. Additionally, RACES participants shall be registered as emergency services workers with the local emergency management office.
- D. The Amateur Radio Emergency Services (ARES), the ARRL's public service arm for providing and supporting emergency communications, where needed, when disaster strikes, can also serve as RACES as long as the requirements identified in CPG 1-15 are met. For purposes within this plan, ARES organizations are identified as primarily providing support for non-government agencies during and emergency or disaster.

VI. CONCEPT OF OPERATIONS

- A. If necessary, the Lewis County Emergency Management Deputy Director, based on this plan, may request the use of available volunteer communications equipment and personnel from the state.
- B. The Deputy Director (or designee) will contact the local RACES Officer and request that the RACES organization supporting the Emergency Operations Center (EOC)/Emergency Coordination Center (ECC) bring up communications links between needed locations.
- C. Once contacted, the local RACES Officer will implement this plan and coordinate with Unit Members. It is understood the priority is to provide support for the local EOC needs first Amateur radio, through RACES organizations/operators, will be employed to support the following local operational requirements:
 - 1. Back-up emergency direction and communications between the Lewis County EOC and Washington State EOC.

2. Back-up direction and control communications between local agencies.
 3. Warning communications between the Lewis County EOC and the state.
 4. Back-up emergency communications between a state agency headquarters and its respective district/region/area headquarters. Back-up emergency communications between district/region/area headquarters and field units where communications are limited or non-existent.
 5. Communications between the State EOC, local EOC, and respective designated staging areas and base camps.
 6. Emergency communications for shelters, emergency worker centers, sheriff and police departments, communications dispatch centers, fire departments/districts, and county /city public works departments.
- D. When activated to conduct the above tasks/missions, RACES organization/operators will be employed in the network levels depicted in Attachment II.
- E. This plan recognizes that amateur radio, primarily through ARES organizations/operators, will continue to support requirements for American Red Cross, hospitals, the business community, other non-government agencies, and the general public. The local RACES Officer may find it necessary to coordinate with the local ARES to support networks identified above.

VII. RESPONSIBILITIES

- A. The local Emergency Management/Services Organization is responsible for:
1. Ensuring a RACES Officer is appointed.
 2. Developing and implementing a RACES plan for the employment of amateur radio within the jurisdiction. The local RACES plan should complement the state plan.
 3. Maintaining, at a location near the local EOC, a RACES radio station capable of communicating on appropriate and assigned amateur frequencies used within the local and state jurisdiction for emergency communications.
 - a) The Lewis County Emergency Management Division, RACES Officer shall be responsible for:
 - (1) Maintaining and executing this plan as needed. Identifying and coordinating the operation of amateur networks to support the operational requirements identified above.
 - (2) Maintaining and operating the RACES radio station located near the local EOC. Ensuring that operators are trained and exercised on the equipment.

- (3) Coordinating with state RACES Officers and/or ARES EC the use of state and other local jurisdiction amateur operators and equipment in support of local communications.

ATTACHMENTS:

- I. RACES Organization
- II. Network Levels
- III. Network Assignment and Frequencies
- IV. Requests for Amateur Resources
- V. Communications Resources and Personnel Order
- VI. Amateur Radio Resource List

ATTACHMENT I
RACES ORGANIZATION

1. The RACES Organization is comprised of personnel throughout Lewis County.
2. The official responsible for coordination of Emergency Management to support radio/communications services in Lewis County is:
 - Andy Caldwell, Deputy Director 740-1157
Lewis County Division of Emergency Management (Business)
351 NW North Street.
Chehalis, WA 98532
3. **The Lewis County RACES Officer** (appointed by DEM Deputy Director) is:
 - Name: Bill Harwell Phone: (360) 807-4704
 - Address: 2806 Graf Road
 - City, State: Centralia, WA 98531
 - Call Letters: AC7SR FAX:
4. **Assistant Radio Officers** (as designated by Radio Officer):
 - Name: Mike Payne Phone: (360) 785-3025
 - Address: 892 King Road
 - City, State: Winlock, WA 98596
 - Call Letters: AC7UP FAX:
 - Name: James Van Ornum Phone: (360) 557-6234
 - Address: 843 SW 21st Street
 - City, State: Chehalis, WA 985632
 - Call Letters: AE7TF FAX:
5. **QUALIFICATIONS:**
6. **DESCRIPTION OF THE AREA TO BE SERVED BY RACES:**
 - Lewis County has an area of 2,447 square miles and is located in the southwestern part of the State of Washington. The county borders on the north with Pierce and Thurston Counties, on the west by Pacific County, on the south by Cowlitz, Wahkiakum and Skamania Counties and on the east by Yakima County. The terrain is hilly or mountainous and heavily timbered and the topography all combine to make reliable communications difficult. By last census (April 1, 2019) the county population is approximately 79,480. The county seat is located in Chehalis.
 - The largest populated area is Centralia-Chehalis.

Area	Populations
Unincorporated Lewis County	47,560
Centralia	17,170
Chehalis	7,535
Morton	1,125
Mossyrock	770
Napavine	1,980
Pe Ell	655
Toledo	720
Vader	625
Winlock	1,340

7. ESTIMATE OF RACES RADIO OPERATOR REQUIREMENTS:

- A space in the back of the Lewis County Sheriff's Office training room, 345 W. Main Street, Chehalis, WA, has been assigned to RACES. The magnitude of the event will dictate the coverage needed. The minimum license to be held is that of a Technician Class (or higher) Amateur License.

Other "field" personnel needed will be determined by the type of emergency to which they are responding. Licensed operators with mobile capabilities are available.

A listing of the available licensed RACES operators in the county is attached.

8. RACES COMMAND NET:

- Command Control

Lewis County's EOC is currently located in the Lewis County Sheriff's Office. At the present time, transmitter/receivers are installed for the Sheriff's Department, Emergency Management (local and CEMNET, State EMD, frequencies), Public Works, and Fire Services. Connections have been installed for Washington State Patrol (WSP), Army National Guard, and Seattle Corps of Engineers.

Lewis County's RACES Plan is on a county-wide basis. RACES operators live and work throughout the entire county. Operators will be dispatched to points where and when needed upon request of the Emergency Management Deputy Director.

ATTACHMENT II
NETWORK LEVEL(S) TO LEWIS COUNTY RACES PLAN

I. PURPOSE

The purpose of this attachment is to describe and provide guidance on the implementation of the local level network using amateur radio.

II. NETWORK LEVELS

For purposes of network management and control, local network levels will be established, as needed, to ensure emergency backup communications are planned/coordinated for and are available to support emergency/disaster operations of Lewis County. Three network levels have been identified and are defined below:

A. Local Level

1. Level A - provides communications between the county EOC and the State EOC.
2. Level B - provides emergency backup communications between the county EOC, respective local jurisdictions (cities), and county agencies/districts/command posts (i.e. Sheriff, fire department/district, 9-1-1 Center, public works department, staging areas/base camps, incident command post, and other government offices).
3. Level C - provides emergency backup communications between county agencies/districts/command posts and city EOC's and their respective units/elements that are in the field supporting emergency/disaster operations.
4. The designated Network Levels in Lewis County will be listed and attached to this plan as ATTACHMENT II.

III. RESPONSIBILITIES

A. Lewis County Emergency Management

1. Lewis County RACES Officer
 - a. As directed, activate and supervise the operation of the RACES station at the Lewis County EOC and the out-stations that will serve as traffic relay stations as required.
 - b. Coordinate emergency communications for the EOC as needed.
 - c. Coordinate requests from the regions/counties for amateur radio resources (operator/equipment) that may be needed to augment local operations.
2. NET CONTROL STATION (NCS)
 - a. County RACES Officer/Station

- b. Will serve as the Net Control Station (NCS) of the local level network.
- c. The county RACES Officer will identify and designate the primary and alternate frequencies (HF, 2-Meter, Other) to be used on respective Level nets.
- d. Upon identification of frequencies, the County RACES Officer will provide assignment to the State RACES officer.
- e. Network Level(s) to Lewis County RACES Plan
- f. Assist respective local jurisdictions and county agencies/districts/command posts in establishing Level C networks.

B. Coordinating Instructions

- 1. Use of the HF frequencies by the networks with the affected areas must be coordinated by the respective net control stations.

Region HF Frequency		Day	Night
Primary	_____ MHz	_____	_____
Secondary	_____ MHz	_____	_____
Primary	_____ VHF Freq.	_____	_____
Secondary	_____ VHF Freq.	_____	_____

- 2. Regions (NSC)
 - a) Lewis County is part of the Central Region and Thurston County is this region's designated NCS
 - b) The Central Region consists of the following county EOC's:

County	RACES Officer
Thurston County EOC (Region NCS)	Tom Bohon KE7EJJ
Lewis County EOC	Bill Harwell AC7SR
Grays Harbor County EOC	Doyle Wenzel N7UJK
Pacific County EOC	Bob Cline N7CVW
Centralia EOC	Bob Willey KC7OWN
Lacey EOC	Terry P. Rohr WF7E

- 3. The State EOC will operate on:

Primary Daytime Frequency	3.985 MHz
Alternate Daytime Frequency	7.245 MHz
Primary Nighttime Frequency	(TBD)
Alternate Nighttime Frequency	(TBD)
Primary VHF Frequency	(TBD)
Alternate VHF Frequency	(TBD)

4. Frequencies

HF Phone - _____
VHF Phone or Packet _____

5. County EOC's, when feasible, should pass "Priority" and "Immediate" traffic directly to the State ECC (NCS) on the primary or alternate designated frequency.

IV. MESSAGE FORM

- A. When transmitting/receiving traffic, stations should use the message form attached (may be reproduced). (FORM I)

V. RESOURCE REQUESTS

- A. Requests for amateur radio resources (operators/equipment) to augment/supplemental local resources should be submitted through the region NCS to the State ECC RACES Officer using the attached form. (FORM II)

ATTACHMENT III.

NETWORK ASSIGNMENT & FREQUENCIES

I. STATE LEVEL

- A. Command 1 (CMD 1). The CMD 1 network will be comprised of the following stations:

State EOC
State NCS
RACES Region 1 (NCS)
RACES Region 2 (NCS)
RACES Region 3 (NCS)
RACES Region 4 (NCS)
RACES Region 5 (NCS)
RACES Region 6 (NCS)
RACES Region 7 (NCS)
RACES Region 8 (NCS)
RACES Region 9 (NCS)
County EOC's

Primary Frequency: 3.985 MHz
HF Packet: 3.624 MHz

- B. Command 2 and 3 (CMD 2/CMD 3). CMD 2 and 3 networks will be comprised of stations identified to provide support to the following:

State Agency Headquarters (NCS for CMD 2)
State Agency District/Region Office (NCS for CMD 3)
State Agency District/Region field units/command posts

HF frequency to use on CMD 2 and 3 networks will be assigned from the list of frequencies in Paragraph III. The State EOC NCS and appropriate Region NCS will serve as NCS of CMD 2 and 3 networks, if needed.

II. LOCAL LEVEL

- A. Operations 1 (OPS 1). OPS 1 networks will be comprised of the following stations within the region. The RACES regions coincide with the Region Homeland Security Coordination Districts.

1. RACES Region 1

Island County EOC
San Juan County EOC
Skagit County EOC
Snohomish County EOC

ESCA EOC
Whatcom County EOC

2. RACES Region 2

Clallam County EOC
Jefferson County EOC
Kitsap County EOC

3. RACES Region 3

Grays Harbor County EOC
Mason County EOC
Lewis County EOC
Pacific County EOC
Thurston County EOC
Centralia EOC
Lacey EOC

4. RACES Region 4

Clark County EOC
Cowlitz County EOC
Skamania County EOC
Wahkiakum County EOC

5. RACES Region 5

Pierce County EOC

6. RACES Region 6

King County EOC

7. RACES Region 7

Chelan County EOC
Douglas County EOC
Grant County EOC
Kittitas County EOC
Okanogan County EOC

8. RACES Region 8

Benton County EOC
Franklin County EOC
Klickitat County EOC
Walla Walla County EOC

Yakima County EOC

9. RACES Region 9

Adams County EOC
Asotin County EOC
Columbia County EOC
Ferry County EOC
Garfield County EOC
Lincoln County EOC
Pend Oreille County EOC
Spokane County EOC
Stevens County EOC
Whitman County EOC

10. Where needed, other government agencies will receive support from the region they are located in.

B. Operations 2 & 3 (OPS 2/OPS 3). OPS 2 and 3 networks will be comprised of the following stations within respective counties and cities:

OPS 2: County EOC

City EOC
County Department/Districts/Command Posts

OPS 3: City EOC and/or County Department/District/Command Post
Deployed field units/elements

III. FREQUENCY ASSIGNMENT

The State, Region, and/or County Net Control Stations may operate the networks previously discussed using any frequency within the amateur spectrum taking into consideration the capabilities of the stations within respective nets. The State EOC RACES station will operate on frequencies assigned in subparagraph A and use other frequencies as needed.

A. State EOC - CMD 1 net

HF

3.985 MHz	Primary Washington Emergency Net frequency (Use for initial check-in and for EMERGENCY traffic to State EOC)
3.994 MHz	Secondary with other frequencies, as needed (Use for PRIORITY/ ROUTINE traffic to State EOC)

7.245 MHz Alternate Washington Emergency Net frequency
5.373 MHz Alternate Washington Emergency Net Frequency
3.624 MHz HF Packet (Pactor)

Other HF

5.332 MHz Regional Coordination between sections/states
5.348 MHz Montana/Oregon
5.368 MHz Idaho
5.405 MHz National/International

2-meter

145.37 MHz Primary 2-meter frequency (PL: 136.5)
145.47 MHz Olympia repeater
146.80 MHz Olympia repeater
147.06 MHz Baw Faw Mountain

2-meter PACKET

145.01 MHz Sea Node

2-meter APRS

144.390 MHz

220/440 MHz

The state RACES station has 220 and 440 MHz capability and will come up on local repeaters or simplex frequencies as appropriate.

- B. Per FCC Part 97, Subpart E, section 97.407, use of frequency bands and segments and emissions authorized for the amateur service are available on a shared basis to stations in RACES. In the event of a national crisis and the invocation of the President's War Powers, the frequencies listed below are designated for RACES, and only those stations participating in RACES are authorized to use them. Use of these and other amateur service frequencies should be coordinated with the State and/or County RACES Officers. These may be assigned and used on State and Local Level RACES nets.

1.	1800-1825 kHz	14.047-14.053 MHz	28.55-28.75 MHz
	1975-2000 kHz	14.22-14.23 MHz	29.237-29.273 MHz
	3.50-3.55 MHz	14.331-14.350 MHz	29.45-29.65 MHz
	3.93-3.98 MHz	21.047-21.053 MHz	50.35-50.75 MHz
	3.984-4.000 MHz	21.228-21.267 MHz	52-54 MHz
	7.079-7.125 MHz	144.50-145.71 MHz	
	7.245-7.255 MHz	146-148 MHz	
	10.10-10.15 MHz	2390-2450 MHz segments	

2. 1.25 meter band
70 cm band
23 cm band
 3. Channels at 3.997 MHz (USB) and 53.30 MHz (FM) 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.
- C. Use of frequencies should be coordinated with the County RACES Officer in which assigned or operating in.

ATTACHMENT IV
MESSAGE FORM

I. PURPOSE

The purpose of this attachment is to identify and establish guidance for use of the message form when transmitting and receiving message traffic between stations.

II. USE OF THE ARRL RADIOGRAM

- A. The ARRL Radiogram will be used by stations on State Command 1 to 3 networks (CMD 1/CMD 2/CMD 3) and the Local Operations 1 to 3 networks (OPS 1/OPS 2/OPS 3) for passing of voice message traffic. If capability exists, the message form should be used via PACKET as well.
- B. To ensure messages are handled in an efficient manner, three levels of precedence have been established. The general criteria for choosing the appropriate precedence is explained in the instructions for the form. Message drafters are responsible for choosing the appropriate precedence. The precedence levels are:

EMERGENCY (E): Message concerns a situation where lives are endangered or gravely impacted and immediate action/response is required. Action/response should occur within 30 minutes to one (1) hour "after receipt" of message. **Emergency messages will be transmitted ahead of any priority or routine messages.**

PRIORITY (P): Message concerns a situation where a timely operational response is required that would ensure that lives are not further endangered. Action/response should occur within four (4) to six (6) hours "after receipt" of message. **Priority messages will be transmitted ahead of any routine messages.**

ROUTINE (R): Message(s) that reflect routine data reference operational, logistical, and administrative concerns. Action/response should occur within twelve (12) to (18) hours.

- C. An EMERGENCY precedence message must first be approved and initialed by responsible authority (i.e. EOC Supervisor, elected official or designated representative) prior to transmission. PRIORITY and EMERGENCY messages should not exceed the maximum of 10 lines, 5 words per line, of uppercase 10-point typed letters or handwritten uppercase block lettering.

ATTACHMENT V
REQUESTS FOR AMATEUR RESOURCES

I. PURPOSE

The purpose of this section is to establish the procedures for requesting additional amateur radio operator/equipment support.

II. PROCEDURES FOR SUBMITTING REQUESTS

A. Requesting Official/Agency.

1. The requesting official/agency is the local Emergency Management Deputy Director. Prior to submitting requests, the following criteria must be met:
 - a. All licensed/trained amateur radio operators and equipment resources within the county/city have been or will be exhausted.
 - b. Any mutual agreements with neighboring jurisdictions or support from within the region have or will be exhausted/depleted.
 - c. Ensure that a mission number has been assigned to the event that support is being requested for.
2. Prepare the Communications Resources and Personnel Order form identified in this annex. Instructions for filling out the form are provided on the back of the form. The form can be reproduced locally.
3. Submit request to the State Emergency Management Division, State Emergency Operations Officer (SEOO).
4. Be prepared to accept personnel/equipment requested upon approval of request. Lodging and meals must be provided by requesting jurisdiction.

B. State Emergency Management Division (EMD)

1. Upon receipt of request, the State EMD Telecommunications Office and RACES Radio Officer will review the requirements and contact region coordinator(s) to determine availability of resources being requested.
2. Region Coordinator(s), in coordination with local RACES/ARES officers will identify possible resources to support the request.
3. Upon identification of resources, a RACES resource number will be assigned which will be used to track the resource while used. A resource

number will be assigned to each individual and/or piece of equipment being used.

4. The requesting official/agency and supporting Region Coordinator will be notified of approval and information will be provided concerning the request.

C. Providing Organization

1. The organization being requested to provide the resources will identify and determine availability of resources.
 2. If resources are available, the providing organization must ensure that operators are licensed to meet the need, personnel are registered as emergency workers, and equipment is fully operational.
 3. Provide the names of any personnel being used to the State RACES Radio Officer.
4. Provide an estimated time that personnel/equipment will arrive on site. Ensure that personnel are told to report to the EOC or staging area of the requesting jurisdiction.

ATTACHMENT VI
COMMUNICATIONS RESOURCES AND PERSONNEL ORDER

A. INFORMATION FROM REQUESTING AGENCY:

1. DATE/TIME _____ / _____
2. EMD MISSION NO. _____
3. AGENCY, AGENCY CONTACT, and TELEPHONE NO.

4. WHAT (Type of personnel and/or equipment) IS REQUIRED?

5. WHEN? _____ UNTIL: _____
6. WHERE?

7. REPORT TO: _____
(Name/Title)
8. TASK/MISSION:

FREQUENCIES: _____
TAC CALL-SIGNS: _____

B. INFORMATION FROM AGENCY PROVIDING RESOURCE

WHO SENT (Name/Call-sign)	Agency Registered With
_____	_____
_____	_____
_____	_____

C. ORDER PREPARED BY: _____

Title: _____ Signature: _____

INSTRUCTIONS FOR COMPLETING THIS FORM

A. INFORMATION FROM REQUESTING AGENCY

1. DATE/TIME: 08/23/94 0800 (24-hour time)
2. EMD MISSION NO.: Indicate the Mission Number assigned by the State Emergency Operations Officer (SEOO) or the Emergency Operations Center. A mission number must be assigned when considering the use of volunteers such as amateur radio operators.
3. AGENCY, AGENCY CONTACT, AND PHONE NUMBER: County, John Doe, (206) xxx-xxxx
4. WHAT IS REQUIRED (type of personnel/equipment):

Identify equipment needed, number of personnel needed, license required, etc.
5. WHEN: Provide date needed. UNTIL: Indicate date when requirement no longer needed.
6. WHERE: Indicate where resource is to go to and report.
7. REPORT TO: Provide name of individual to report to upon arrival. Should be local EOC or staging area.
8. TASK/MISSION: Define what the operators and/or equipment will be used for or what they will be doing to support operation.

FREQUENCIES: Indicate frequencies that will be used in support of the mission.

TAC CALL-SIGNS: Indicate any "tactical" call-signs that will be used.

B. INFORMATION FROM AGENCY PROVIDING RESOURCE

WHO SENT? List of personnel being provided. Personnel identified must be registered with the state or local emergency management office as an Emergency Worker - Communications.

C. ORDER PREPARED BY:

Name of individual who prepared this order and signature.

ATTACHMENT VII.
AMATEUR RADIO RESOURCE LIST

The following form should be prepared, maintained, and a copy submitted to the State Emergency Management Division (EMD) identifying those personnel who volunteer and can be available to support emergency communications away from the home jurisdiction.

When identifying personnel for this list, the following should be considered.

- Are the personnel registered as Emergency Workers?
- Are personnel willing to be deployed out of their “home” jurisdiction?
- Are personnel capable to be self-sustaining for up to 72 hours when deployed out of their “home” jurisdiction?
- Are personnel trained to set-up and operate equipment and handle message traffic effectively and efficiently under varying conditions/environments?

The information provided will be an invaluable tool for ensuring your resources are appropriately accounted for, particularly when personnel are deployed and possibly placed in harm’s way.

AMATEUR RADIO RESOURCE LIST

JURISDICTION: Lewis County

POINT OF CONTACT: Bill Harwell **PHONE NO. (360) 807-4704** (24-hr Number)

NAME	ID NUMBER	CALLSIGN	LICENSE	EQUIPMENT	MOBILE/PORTABLE
Elder, Gil	104	N7PRJ	Extra	HF/VHF/UHF	HF/VHF/UHF
Harwell, Bill	251	AC7SR	Extra	HF/VHF	HF/VHF
Kittock, Frank	491	W7PWP	General	HF/VHF/UHF	HF/VHF/UHF
MacDonald, Hugh	264	AC7XF	Extra	HF/VHF/UHF	HF/VHF/UHF
Mayfield, Jeff	359	KE7ACE	General	HF/VHF/UHF	VHF/UHF
Mayhew, Howard	95	KB7RYJ	General	VHF/UHF	VHF/UHF
Morrison, Dick	431	K7KFM	Extra	HF/VHF/UHF	HF/VHF/UHF
Morrison, Linda	403	K7KFL	Technician	VHF/UHF	VHF/UHF
O'Neill, Eugene	Pending	AF7JM	Extra	6M/VHF/UHF	6M/VHF/UHF
Payne, Mike	262	AC7UP	Extra	HF/VHF/UHF	HF/VHF/UHF
Randall, Jerry	476	KE7SYZ	Extra	VHF	VHF
Skaggs, Doug`	94	KC7TPK	Technician	VHF	VHF
Southern, Barbara	436	AC7ET	Extra	VHF/UHF	VHF/UHF
Van Dyck, Paul	Pending	K7VWH	Extra	HF/VHF/UHF	VHF/UHF
Van Ornum, James	427	AE7TF	Extra	HF/VHF/UHF	HF/VHF/UHF
Vice, Toby	522	KD7JPK	General	VHF/UHF	VHF/UHF

CERTIFICATION: Individuals listed have met the requirements to be registered as Emergency Workers within this jurisdiction.

EM Deputy Director and/or POC Initials: _____ Date: _____

INSTRUCTIONS FOR COMPLETING INFORMATION

JURISDICTION: County or City

POINT OF CONTACT: Provide the name of the person who will be the primary contact for coordinating use of personnel and/or equipment.

PHONE NUMBER: Provide a 24-hour contact number of the POC.

NAME: Provide name of individual (last name, first name, middle initial)

CALL-SIGN: Provide amateur radio call-sign of individual.

LICENSE: Indicate highest level of amateur radio license obtained. Levels (lowest to highest) are Technician, General, Advanced, and Extra.

TYPE EQUIP: Using letter designator below, indicate type of equipment(s) individual can operate and/or has available for use.

A - 2-meter voice
B - 2-meter packet
C - APRS
D - 6-meter voice
E - 40-meter voice and/or pactor
F - 80-meter voice and/or pactor
G - 220 and/or 440 MHz voice

MOBILE/PORT: Using letter designator above, indicate which equipment is available for use in mobile and/or portable configurations.