



New York City RACES

(Radio Amateur Civil Emergency Service)

Policy & Guidelines Manual

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WWW.NYC-ARECS.ORG

PART I – STRUCTURE OF NEW YORK CITY RACES

A.) RACES Organization

RACES is a voluntary radio communications service that is coordinated by the Federal Emergency Management Administration and is locally organized to support any NYC agency that requires our services. Within the local organization there is a leadership corps of people who contribute their time and talents to making the RACES program a success. Below the NYC Citywide Radio Officer (CRO) is a group of boro Radio Officers (RO) appointed by the CRO to be responsible at the boro/multi-boro level. Each RO is tasked with training the RACES personnel in that boro, act as a local liaison to any boro CERT group and to other government agencies/disaster relief organizations/hospitals as the CRO deems appropriate.

B.) Duties of the Citywide Radio Officer (CRO)

Since RACES tries to match itself to the agencies we serve, our appointment structure matches the political lay of the land. The CRO is charged with coordinating the RACES program at the multi-county level (like New York City). As a manager this involves:

- a) Acting as the liaison to all served agencies within the boros that NYC RACES serves, such as any NYC agency, Red Cross, Salvation Army, local hospitals, CERT Groups, etc.
- b) Coordinate the training, organization and emergency participation of Radio Officers in the City. This includes organizing the Citywide Simulated Emergency Test (SET) every year.
- c) Coordinate the interrelationship between local emergency plans such as frequency coordination.
- d) Make all RO and OES appointments or cancellations.
- e) Coordinate the reporting and documenting of all RACES activities received from the ROs in the City.
- f) Coordinate the support of public service activities for local charitable groups, etc.
- g) Conduct the annual Citywide meeting every December
- h) Conduct periodic Citywide Staff meetings for ROs and OESs
- i) Maintain the NYC RACES website, mailing lists, membership roster and training schedules

A CRO also has a complex and varied role to play in any actual RACES operation such as:

- a) Making decisions concerning the allotment of available amateurs and equipment during a citywide emergency.
- b) Provide direction in the routing and handling of emergency communications of either a formal or tactical nature.
- c) Coordinate with all served agencies to determine their respective needs.
- d) General problem solver!

All of these are activities that must essentially remain in effect around the clock during extended RACES operations. No one person can be available 24 hours a day thus the CRO may appoint assistants to act in the CRO's place when the CRO isn't directly available. The assistant may be any trained individual that the CRO feels is qualified to handle the function. This person carries the same load as the CRO during their respective shift and should be given all possible cooperation.

C.) Duties of the Boro Radio Officer (RO)

Within NYC RACES the Radio Officer (RO) is the front line manager of a boro RACES team. Ideally each boro is assigned an RO; though sometimes multiple boros may share an RO. This person is responsible for:

- a) Recruit, manage and coordinate the training, organization, and emergency participation of interested amateurs within their boros following the Citywide guidelines (see Part III below).
- b) Establish an emergency communications plan for the boro in coordination with the CRO for support of any agency/agencies.
- c) Establish local communications networks run on a regular basis and periodically test those networks by conducting realistic drills such as the Citywide Simulated Emergency Test (SET).
- d) In times of disaster evaluate the communications needs of the boro and respond quickly to these needs. The RO will assume responsibility for emergency response and performance within the boro under the authority and direction of the CRO.
- e) Submit After Action Reports for activations or public service events to the CRO within three days
- f) Submit monthly RO reports showing summaries of activities and membership to the CRO by the third day of the month following via paper or email.
- g) Submit new member applications to the CRO for maintaining the NYC RACES roster and mailing lists.
- h) Conduct monthly boro meetings from January through November.

D.) Duties of the Official Emergency Station (OES)

- a) Maintain a higher level of preparedness (equipment & power sources) and operational knowledge than a regular member.
- b) Reports directly to the Citywide Radio Officer to fulfill Net Control readiness.

PART II – PURPOSE AND CLIENTS OF NEW YORK CITY RACES**A.) PURPOSE AND DIRECTION OF NEW YORK CITY RACES**

Since its inception in 1994, NYC RACES sole purpose has been to provide timely and consistent communications services, on amateur radio frequencies, on behalf of various NYC agencies and non-government organizations like the Red Cross and Salvation Army for their relief duties during a declared emergency. While the City of NY is comprised of five boros, NYC RACES matches the organizational structure of the City. NYC agencies are citywide in nature, while the Red Cross and the Salvation Army are structured in a citywide form with sub-chapters in various parts of the City. A single point of contact in each organization is maintained for a coordinated flow of information.

B.) SERVED AGENCIES AND POINTS OF CONTACT

Red Cross: through a Disaster Partner Group rep or the Government Liaison at the EOC

Salvation Army: direct connection through the SATERN liaison or appointed representative

Skywarn: the National Weather Service Skywarn Meteorologist or appointed representative

Or any other disaster/relief organization (i.e. VOAD – Volunteer Organizations Active in Disasters)

PART III – MEMBERSHIP IN NEW YORK CITY RACES

A.) JOINING NEW YORK CITY RACES

Membership in NYC RACES is based on some very simple premises:

NYC residency, hold a valid amateur radio license (Novice through Extra), a desire to train and provide emergency communications services to any NYC agency and non-governmental agencies (Red Cross, Salvation Army, etc), have a sense of duty and commitment to be prepared. A member's first year will be like a Boot Camp. They will be required to combine field training with taking some basic courses with the Red Cross, National Weather Service (Skywarn), the ARRL Emergency Communications Course EC-001 and the FEMA IS-2 course. During this first year they will be a "Probationary" member in NYC RACES, pending their completion of the above training.

B.) REQUIREMENTS TO MAINTAIN MEMBERSHIP

Since NYC RACES is a communications service group and not a club, passive membership doesn't help the member or any of our served agencies. Field training and constant learning is what keeps us sharp. NYC RACES members are expected to participate in at least 50% (26 out of 52) weekly NYC RACES nets held on Mondays at 7:30PM on 147.000, attend a majority of their Boro meetings, attend the annual Citywide meeting plus come out and participate in at least four public service events that are held in any of the five boros. The NYC RACES website maintains a list of the public service events so that any member may avail themselves of the opportunity to train in the field with fellow NYC RACES members. All of the above items are considered to be as one package and are not to be substituted unless a special circumstance is discussed with the Citywide Radio Officer. Additional methods of learning may be available to the NYC RACES member, but they are in addition to the minimum requirements listed above.

PART IV – SUPPORT SERVICES FOR MEMBERS OF NYC RACES

A.) WWW.NYC-RACES.ORG WEBSITE

The New York City RACES website has been created as a repository of crucial information for each and every NYC RACES member in regards to Nets, Events, Training, Frequencies, Meetings and Information. Response summaries and details are included in the Emergency Response Manual.

The equipment, site location and internet connection are donated by a Wall Street corporate sponsor. The server is running the Linux operating system with various enhancements for our use. Any future functionality will be based on top of the current software and will not be tied to a specific webpage scheme. The domain registration is in the hands of the Citywide Radio Officer.

B.) MAILING LISTS

Various mailing lists have been set up under the NYC-RACES.ORG domain for the purpose of keeping the membership informed of events, meetings, activations and training. These mailing lists are not a venue for flame wars of any kind. Blatant negativity on the lists will cause them to be placed in moderator mode and/or the offender to be taken off of the mailing list. Membership in these lists are based on the current roster of active NYC RACES members. New members are added only after their application is received by the CRO. It is up to the member to notify the CRO when their email address changes. Three bounces will automatically cause the email list program to stop any further messages to that address.

The various mailing lists are:

[RACES-List] all members receive this list for discussion on NYC RACES related topics
 [STAFF-List] ROs and OESs receive this list for administrative discussions
 [ANNOUNCE] only ROs may send messages for announcements of events, meetings or activations
 [ALERT] one line messages for activations sent to SMS capable cell phones and alpha pagers
 [MnBx-List], [Kings-List], [Qns-List], [SI-List] for ROs to cover Boro only topics

C.) IDENTIFICATION

All manner of identification (ID Cards, jackets, shirts, hats, banners) are determined by the CRO.

NYC RACES TAC FREQS

TAC Channel	Output Frequency	Shift	PL Tone	Location
CW VHF 1	147.000	-	136.5	Manhattan
CW VHF 2	147.360	+	107.2	Manhattan
CW UHF 1	441.100	+	136.5	Brooklyn
CW UHF 2	447.825	-	107.2	Manhattan
QNS TAC	444.200	+	136.5	Queens
BX TAC	443.300	+	88.5	Bronx
BKLYN TAC	446.675	-	114.8	Brooklyn
MANH TAC	444.050	+	114.8	Manhattan
S.I. TAC	445.825	-	156.7 (Main) 203.5 / 110.9 / 82.5 (Alt)	Staten Island