

Riverside County Radio Amateur Civil Emergency Service

Members' Procedural Guide

W6CDF



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Several of the appendices below were obtained from electronic sources and we have

included a web address for those appendices. Due to the evolving nature of some of the documents and various procedures within this manual, it is important that you ascertain the most current versions offered.

Appendices:

1. RACES Alerting System
2. RACES Communications System Test
3. Important Telephone Numbers
4. Leadership roster (<http://www.rivcoraces.org>)
5. Incident Number Requests
6. Riverside County RACES Job Description
7. Riverside County Local Operating Frequencies (<http://www.rivcoraces.org>)
8. Recommended Training
9. Unit Log (ICS-214) (<http://cdfweb/Library/ElectronicForms/ICSForms.html>)
10. Fire Station Listing (<http://www.rvcfire.org>)
11. Members Familiarization Exercise
12. Glossary

Manual Changes

Modifications and/or updates to the RACES manual will be brought before the Executive Staff for review and approval. The Executive Staff consists of: RACES Chief Officer, Deputy Chief West, Deputy Chief East, Deputy Chief Administration, Training Officer and RACES Public Information Officer.

Any proposed change to the manual will be presented to the Executive Staff for review. The Executive Staff may choose to accept the change, reject the change, require modification or take no action. Any change to the manual requires a majority vote. There must be at least four members of the executive staff present in order for a vote to take place. Approved modifications will be presented to Riverside County OES for final approval. Riverside County OES retains final approval authority for all changes in the manual.

I. **Overview**

The primary mission of The Radio Amateur Civil Emergency Services (RACES) during an emergency and/or disaster is to provide communication services 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.

RACES may be activated at the request of any governmental agency in the event of an emergency or disaster, with coordination by Riverside County Office of Emergency Services (OES). An example of a governmental agency may include any City, County agency or Special District (e.g. Water District, School District, Community Service Districts) within Riverside County.

RACES works with and provides, as requested, communications services for non-governmental organizations, such as the American Red Cross, Riverside County Volunteer Organizations Active in Disaster (RCVOAD) and other local groups. RACES is available to be of service in various capacities in time of emergency or disaster.

RACES in Riverside County may encompass ARES members (American Radio Relay League Amateur Radio Emergency Services). Riverside County RACES is the communications arm of the Riverside County Fire Department/CDF, Office of Emergency Services and the Emergency Command Center.

II. **Authorities**

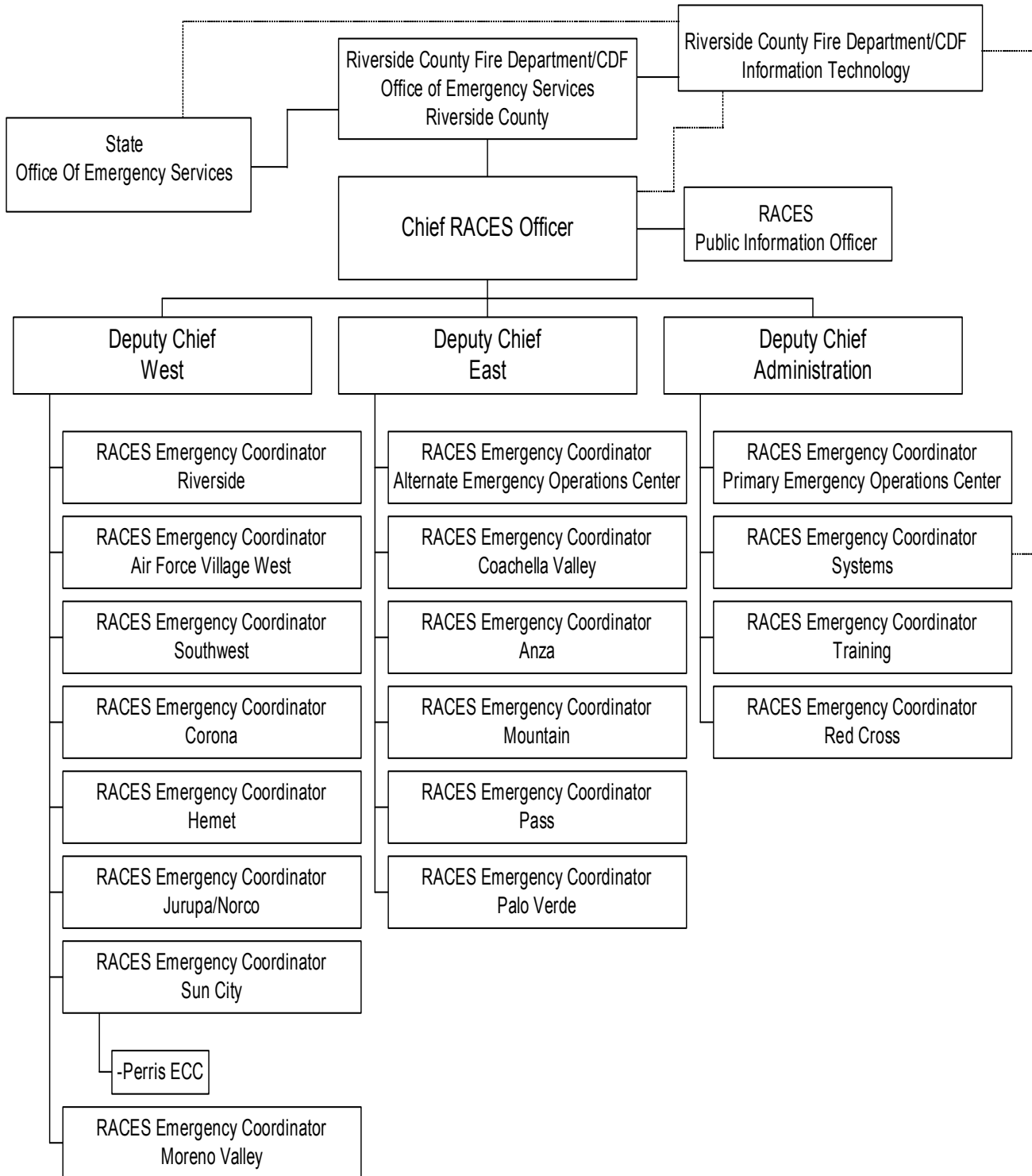
RACES is provided for in subpart F of Part 97 of the Code of Federal Regulations. As implemented on the national level, RACES is the responsibility of the Federal Emergency Management Agency (FEMA). In the state of California RACES is the responsibility of the Governor's Office of Emergency Services (OES). In Riverside County, RACES is the responsibility of the Office of Emergency Services, Riverside County Fire Department. The Emergency Operations Plans for the County of Riverside and/or any of its cities will be the authority for operations. **(See the "Radio Amateur Civil Emergency Service Plan, Riverside County Operations Area" for further details).**

RACES is a function of government provided for by state and federal guidelines and is the lead organization involving amateur communications support or response.

III. **Member Requirements**

Riverside County RACES will consist of registered volunteers licensed by the FCC in the Amateur Radio Service. Only those individuals registered as Volunteer Disaster Workers with the County of Riverside Office of Emergency Services will be considered members of Riverside County RACES.

IV. Leadership Organizational Chart



The organizational chart is also available online at <http://www.rivcoraces.org>.

V. RACES Activation

Once RACES is activated, the district Emergency Coordinator (EC) will notify those operators in his/her district. The EC may call or announce the activation on the radio. You may be asked to fill a need or stand-by. Be prepared. Information will be passed on as it becomes available. It is important that operators monitor the prearranged district staffing nets when RACES activation is pending. (Please see the frequency lists in Appendix 7 for your district.)

A. Local Activation

If the EC, or his/her designate, perceives the need for a possible RACES activation, the Emergency Coordinator (EC) will either place members on alert or initiate an actual activation. Upon alert or activation, the EC will advise the appropriate Deputy Chief and proceed, as the EC deems necessary. See Appendix 5 for Incident Number Request procedure.

B. Formal Activation

The EC, or his/her designate, will be notified by the Office of Emergency Services, Perris Emergency Command Center, or RACES leadership, to place members on alert or initiate activation. The EC will receive the incident and request numbers at the time of contact and proceed as requested.

C. Serviced Agencies

RACES primary reporting agency is the Riverside County Fire Department Office of Emergency Services (OES). RACES is available to support all governmental agencies, as well as non-governmental agencies, such as the American Red Cross, Search and Rescue Groups, Salvation Army, etc. RACES is not available to support commercial endeavors, except in the event of a declared emergency or disaster, and then only in a disaster support role.

1. Serviced Agency Activation

The served agency may request RACES support through the Office of Emergency Services, Perris Emergency Command Center, or the local EC. The RACES member receiving the request must notify the Office of Emergency Services – OES Duty Officer and request the Incident Number (See Appendix 5 for incident Number Request procedure). Next you need to notify the RACES Chief Officer and your local Deputy Chief.

D. Mutual Aid Service

Any Federal Agency (e.g. USFS, BLM, BIA) or any jurisdiction/agency **outside** of Riverside County may request RACES activation. However, this call is a mutual aid request and therefore must be processed through Riverside County OES. If you receive such a call, it is imperative that you ensure the individual makes the request through Riverside County OES. Any member responding to or acting on a request for service without prior OES

notification and approval does so without coverage from the RACES Disaster Service Workers program.

VI. **Planned Events**

The Office of Emergency Services must first approve the RACES participation in any Planned Event. Follow Appendix 5 for Incident Number Request procedure.

VII. **Typical Activities**

RACES activities have included:

- | | |
|------------------------------------|---|
| * Support of field PIO | * Red Flag patrols |
| * Resource management and tracking | * NWS Spotter Program |
| * Search and rescue | * Mountain Monitor Program |
| * Health and welfare | * City/city and city/county communication |
| * Damage Assessment | |
| * Public service events | |

These activities have been direct requests for service, either as a mutual aid resource or as normal operations within County Boundaries.

VIII. **Operations**

A. **Net Operation Protocol**

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, operations will be activated so that a data collection net is established in each district. No individual station operator will participate in a net, a band, or 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**

Obtain these from the current list on the RACES web page at <http://www.rivcoraces.org/othfrq.html> or your local E.C.

C. **Typical Operation Assignments**

A variety of communication assignments may include:

- * Fixed station operation
- * Mobile operation or portable operation
- * Relay in the event of no repeater coverage
- * Ride-along mobile operations or function as a shadow

IX. **Uniform Regulations**

Effective as **of this members manual revision**, Riverside County RACES members will be required to meet the following uniform regulations for **all events** - planned events or active incidents - for which a Riverside County incident number has been

obtained. The only exception will be in-place communications drills. The RACES Executive Council will rule on “gray areas”, with Office of Emergency Services Direction.

All uniforms apparel will be clean and wrinkle free.

A. Uniform Shirt and Appropriate Patches

A white uniform shirt, long or short sleeve, will be worn during all RACES activities. The Riverside County Fire Department patch will be sewn on the left shoulder and the RACES patch will be sewn on the right shoulder. Riverside County Fire Department Emergency Services will supply the required patches. No other patches/emoles except for the Amateur Radio Emergency Service patch (ARRL Diamond – sewn above the left pocket) may be worn. A RACES polo shirt may be worn in lieu of the Uniform shirt during club activities **only** and not during active incidents. **Copies of this Policy Guide may be obtained through your local E.C.**

B. RACES ID Card

The RACES ID Card is to be attached by a suitable clip to the front of the shirt, preferably to the **right breast shirt pocket**.

C. Trousers

Trousers will 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 will be worn.

D. Protective Outer Garment – Weather

Outer garments (jackets) may be of a solid white, dark blue or black color. The Riverside County Fire Department patch will be sewn on the left shoulder and the RACES patch will be sewn on the right shoulder. Riverside County Fire Department Office of Emergency Services will supply the required patches. No other patches/emoles except for the Amateur Radio Emergency Service patch (ARRL Diamond – sewn above the left pocket) may be worn.

E. Shoes

Shoes or boots appropriate for your assignment. “Athletic style” shoes (i.e. running shoes) should not be worn.

F. Headgear

A Riverside County Fire Department ball cap or amateur radio cap displaying call sign on front will be sufficient.

G. Fire Camp

Races Uniform as described above will be worn in camp.

H. Planned Sanctioned RACES “non-incident” Events

The RACES uniform (i.e. clothing with patches) will be worn at planned events, special events, and meetings sanctioned by RACES. Casual wearing of the uniform is inappropriate. Your RACES ID Card may suffice for casual meetings where a RACES presence is appropriate. **If you request an incident number and are representing RACES you must wear the uniform as described above. No other clothing will be allowed.**

X. Suggested Equipment

The following is a list of equipment that should serve the RACES operator in a variety of assignments.

A. Personal Gear

First aid kit	Knife/tools
Sun glasses & hat	Sleeping bag
Waterless Cleaner	Prescribed medications
Extra prescription glasses	Appropriate clothes (Change of Clothes)
Flashlight w/ batteries	Sturdy shoes & extra socks
Food/water (3 days)	Hand operated can opener
Waterproof matches	Toilet Tissue
Tissues	Sun Block

B. Radio Gear

Power adapters (molex, power pole, etc.)	Spare batteries (alkaline pack)
Antennas (mag-mount, roll-up J)	Spare fuses
Broadcast radio	Coax jumpers/feed line
	Earphones

C. Administrative Supplies

Clip board/pad	Repeater directory
ICS-214	Pens/pencils
Members Manual	

XI. Guidelines

A. Procedures

Before responding to any emergency, make sure that you and your family are safe and cared for. Check in to your 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 become net control. Make sure that you gather the names, locations, and call signs of stations that check in.

In some cases you will be asked to stand-by on the frequency, as operators may not be 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

When you are called to serve, make sure that you present yourself in an organized, professional manner. You should be dressed appropriately as outlined in Uniform Regulations. Clothing should be wrinkle free.

Listen more than you speak, and become familiar with how your served agency operates. Check to see if your radio traffic is interfering with nearby conversation. You should always use headphones unless you are in an area by yourself.

Remember that you are required to think on your feet, but you are not a maker of policy. Be prepared to facilitate communication, whether it is on a cell phone, fax machine, or amateur radio.

C. Expectations of All RACES Operators

- Licensed amateur radio operator at the novice level or above is acceptable.
- You must be willing to commit time at inconvenient hours and occasions.
- You must be available to attend and participate in at least two events / meetings a year.
- The RACES members' participation in the area meetings and NETS is expected and will aid in the development of needed skills and knowledge.
- You must demonstrate the ability to perform with a high standard of customer service, professional conduct and civil responsibility.

It is important that you know how to operate your equipment and keep it in good order. Try to attend all training classes offered. Check into your local nets on a regular basis. Participate in drills, public service events, and actual incidents. Present yourself as a positive, capable resource. Prepare to be a leader.

D. Discipline

It is the intent of this policy to clearly explain the procedures regarding the organization's position on disciplinary action. It is important for all RACES members to know and abide by all the policies and procedures stated in this manual. Failure to follow these policies may result in disciplinary action, up to and including dismissal.

1. Complaints

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 County Fire OES Representative, will thoroughly examine the facts. If a determination is made that the allegation is factually true, it will be the responsibility of the RACES Chief, in consultation with the County Fire OES Representative to determine what disciplinary action is necessary.

Disciplinary options include:

- Remedial training
- Verbal Counseling
- Written Warning
- Suspension
- Dismissal

1.1 Appeals

There is no right of appeal for a RACES member who has received a verbal counseling, written warning or requested to attend remedial training. Any RACES member who has been notified that they will be suspended or dismissed may within 10 (ten) days of written notification of the disciplinary action, file an appeal to the Emergency Services Program Supervisor. The appeal must be in writing stating the reasons for the appeal. The Emergency Services Program Supervisor 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 Emergency Services Program Supervisor may uphold or modify the discipline as deemed appropriate. The decision of the Emergency Services Program Supervisor is final.

2. Improper Conduct

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:

- Criminal conduct
 - Inappropriate use of ID or misstatement of official position.
 - False statements
 - Stealing

- Other Inappropriate Conduct
 - Insubordination
 - Inappropriate or abusive language on the radio or in person.
 - Self-Dispatching to incidents without proper notification or request.
 - Any other violation of policies/procedures set forth by this procedural manual.

Members are asked to refrain from businesses and employment opportunities that could nurture, or cause a conflict of interest.

Appendix 1 RACES Alerting System

The following guidelines apply to all Riverside County RACES members. The first column lists the code. The second column lists the Phase or 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, insure 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 paging 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.

APPENDIX 2

RACES Communications System test

A communications systems test will be conducted on the 1st Monday of each month between 1930 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. Please note that most of the concepts are applicable for an emergency response operation.

BEFORE THE TEST

1. Review the Riverside County RACES Manual and your District RACES Com 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; tone alert, phone call, pagers, 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 level one alert, 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,

Sun City, and Southwest contact Riverside PEOC and advise Riverside what your primary frequency for contact with that station will be.

5. W6CDF Riverside will conduct a roll call of all Districts and Net control stations.
6. 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.
7. W6CDF Riverside will release all stations on completion of the test.

AFTER THE TEST

1. Complete the ICS 214 and forward a copy to County OES.

Appendix 3

IMPORTANT TELEPHONE NUMBERS RACES OPERATIONS RIVERSIDE COUNTY

OFFICE OF EMERGENCY SERVICES RIVERSIDE OFFICE

4080 Lemon St., Suite 8
Riverside, CA 92501
Office: 909-955-4700
FAX 909-955-8940

PERRIS HEADQUARTERS

210 W. San Jacinto Ave.
Perris, CA 92570
909-940-6900

Chief Operator (RACES)
909-940-6796

Radio Operations
909-940-6797

PRIMARY EOC

RACES Room 12A

Chief Operator (RACES)
909-955-4722

HF Station
909-955-4756

440 Station
909-955-4757

220 Station
909-955-4758

2 Meter, 220 Mhz, 440 Mhz
909-955-4759

OFFICE OF EMERGENCY SERVICES INDIO OFFICE

82-675 Highway 111, #6
Indio, CA 92201
Office: 760-863-8318
FAX: 760-863-8062

Alternate EOC

Chief Operator (RACES)
760-863-8061

HF Station
760-863-8062

2 Meter, 220 Mhz, 440 Mhz
760-863-8063

Appendix 4 RACES Leadership Roster

District	Dist. Num.	Position	Name	Phone	Pager (*=GP)	E-Mail
Staff	.	Chief	Maureen Heimstra, K6BSC	760-346-3046	760-864-3171 * pin 144578	k6bsc@juno.com
Staff	.	Dpty. Chief, West	Duane Arnold, KD6MVW	909-696-0677	909-765-4195 * pin 41772	kd6mvw@earthlink.net
Staff	.	Dpty. Chief, East	Harold Witten, K6TQM	760-341-5701	760-833-0498 * pin 140943	Wittenhj@dc.rr.com
Staff	.	Dpty. Chief, Admin.	Ted Hudson, KQ6U	909-686-7157	909-715-5989	kq6u@pacbell.net
Staff	.	Training	Dean Chambers, KG6YS	909-687-8878	909-777-7069	dean_chambers@rcc.edu
Staff	.	PIO	Renny Thomas, KC6LQV	760-275-8555	909-270-4227* PIN 31090	kc6lqv@arrl.net
Staff	.	Systems	Jeff Lloyd, N6FRW	909-697-8805	909-423-6956 * pin 142856	jclloyd@niclady.com
PEOC	01	Station Manager	Steve Evans, KF6BNP	909-780-9059	909-341-7070	kf6bnp@aol.com
ECC	02	Station Manager	Jerome Heinemann, AE6JJ	909-657-6464	909-715-5982	jer.hmn@verizon.net
AEOC	03	Station Manager	Randy Skrypek, K6YFE	760-324-7919	760-864-3696*	k6yfe@earthlink.net
AF Village West	04	Dist. Officer	909-715-9031	...
Anza	05	Dist. Officer	Bruce Yoho, N6WGZ	909-763-4713	909-672-5950	BYoho@aol.com
Amer. Red Cross	06	Dist. Officer	Dean Chambers, KG6YS	909-687-8878	909-777-7069	dean_chambers@rcc.edu
Coachella Valley	07	Dist. Officer	Ken Nelson, W6NEL	760-329-8146	760-833-0556 * pin 13649	w6nel@adelphia.net
Corona	08	Dist. Officer	Jim Demetroulis, KG6PGO	909-734-9398	909-424-4409 pin 0031713	jdemo77@sbcglobal.net
Hemet	09	Dist. Officer	Craig Woll, KG6DZK	909-652-5063	909-783-5334*	cwoll@lasercom.net
Jurupa	10	Dist. Officer	Don Gregory, K4KCL	909-681-3474	909-276-5169*	K4KCL@arrl.net
Moreno Valley	11	Dist. Officer	Mike Box, N6BOX	909-485-4282	909-715-6409* pin 014-1100	n6box@arrl.net
Mountain	12	Dist. Officer	Bill Baker, KN6JV	909-659-4366	909-715-6591	kn6jv@pe.net
Palo Verde	13	Dist. Officer	Ron Rusk, KA6QGR	760-922-9138	760-833-0435	KA6QGR@arrl.net
Pass	14	Dist. Officer	Rick Bonney, AE6EH	909-849-8672	909-715-5713	ae6eh@yahoo.com
Riverside	15	Dist. Officer	Ron Braley, KE6RYX	909-369-5149	909-777-7257	ke6ryx@aol.com
Southwest	16	Dist. Officer	Kerry Clark, KG6BAO	909-609-9001	909-412-8245	kg6bao@earthlink.net
Sun City	17	Dist. Officer	Bob Fay, WB0NPN	909-301-7239	909-274-8117	wb0nnp@mchsi.com

6/3/2004

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. 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 OES directly.

1. The following RACES members are authorized to obtain Event/Incident numbers:
 - 1.1 Executive Staff
 - 1.2 Training Officer
 - 1.3 Public Information Officer (PIO)
 - 1.4 Systems Officer
 - 1.5 Primary EOC (PEOC) Officer
 - 1.6 Emergency Command Center (ECC) Officer
 - 1.7 Alternate EOC (AEOC) Officer
 - 1.8 Emergency Coordinator (EC)
 - 1.9 Assistant Emergency Coordinator (AEC)

2. **During Normal Work Hours:**
 - 2.1 Call (909) 955-4700, Riverside County Fire Office of Emergency Services.
 - 2.2 State that you are calling to request an INCIDENT number for RACES in support of an Event/Incident.
 - 2.3 Give the Date(s) and Time of the Event/Incident.
 - 2.4 Give the Name of the Event/Incident.
 - 2.5 Give the Location of the Event/Incident
 - 2.6 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 (909) 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.

3. 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.

4. **After Normal Work Hours:**
 - 4.1 Call (909) 940-6900, ask for the ECC and request the OES Duty Officer be paged. The OES Duty Officer will call you back.

4.2 Follow above procedure during normal work hours.

Appendix 6 Riverside County RACES Job Descriptions

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 / meetings a year.
- 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.

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 actuation's.
- 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 pro-active in finding and recruiting new RACES members.
- Attend Quarterly RCRC meetings.

Appendix 7 Riverside County Local Operating Frequencies¹

1. North West County Frequencies

1.1. Primary County Emergency Operations Center

During activation the County EOC will monitor the following frequencies.

2-M repeater	147.915(-) PL 123.0	
Rim Forest 70cm repeater	445.020(-) PL 107.2	<<<<<<
Rim Forest 1.25M repeater	224.26(-) PL110.9	These
Rim Forest 6M repeater	52.98(-) PL103.5	repeaters
Santa Rosa Mountain 1.25M repeater	223.880(-) PL 110.9	are linked.
Packet	145.070 MHz	<<<<<<
HF daytime, 0900-1800	7295 KHz	
HF evening, 1800-0900	3945 KHz	

Please keep in mind that the 223.880 repeater is primarily a means for cross-county and county-state communication. If possible, tactical traffic will be handled on the other frequencies.

1.2. Riverside District

During all activation the resource net will be on the 146.880(-) repeater. Much of the local operation can be handled on simplex. The following are frequencies in use.

Riverside City 2-M repeater, W6TJ	146.880(-) PL 146.2
Hospital simplex	147.585 MHz
Simplex	147.510 MHz

1.3. Corona District

Primary simplex	147.060 MHz (this is the output of the local repeater)
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¹ Check <http://rivcoraces.org> for latest version.

Secondary simplex 146.535 MHz

1.4. Jurupa District

Simplex 146.445 MHz

Simplex 223.460 MHz

1.5. Air Force Village West District

Primary simplex 146.595 MHz

Secondary simplex 146.580 MHz

1.6. Moreno Valley District

Primary Repeater (City Hall) 146.655 (-) PL 103.5

Secondary Simplex 145.560

2. South West County

2.1. Perris ECC

Rim Forest 70cm repeater 445.020(-) PL 107.2

Santa Rosa Mountain 1.25M repeater 223.880(-) PL 110.9

HF daytime, 0900-1800 7295 KHz

HF evening, 1800-0900 3945 KHz

Please keep in mind that 223.880 repeater is primarily a means for cross-county and county-state communication. If possible, tactical traffic will be handled on the other frequencies.

2.2. Hemet District

N7OD repeater 145.420(-) PL 88.5

W6HEM repeater	224.120(-) PL 110.9
EOC Team1, Field Team 1	146.450(S)
EOC Team 2, Field Team 2	145.700(S)
EOC Team 3, Field Team 3	147.480(S)
EOC Team 4, Field Teams 4	146.565(S)
Hospital Teams 1 & 2	146.480(S)

2.3. Southwest District

W6GTR repeater	146.805(-) PL 100.0
W6CDF repeater	445.300(-) PL 127.3
Simplex	146.550
Simplex	446.000

2.4. Mountain District

Primary Emergency Traffic	
Simplex	146.500
Repeater	146.895(-) PL118.8
Secondary Emergency Traffic	
Simplex	147.450
Simplex	147.500
N7OD	145.420(-) PL 88.5

2.5. Anza District

K6JM repeater	145.340(-) PL 107.2
WA6HYQ repeater	223.880(-) PL 110.9

Please keep in mind that 223.880 repeater is primarily a means for cross-county and county-state communication. If possible, tactical traffic will be handled on the other frequencies.

2.6. Sun City District

Simplex	146.580
Simplex	223.500
Simplex	446.000
Hospital simplex	147.585
Packet	145.070

All stations monitor 146.580 for events. Assignment of additional frequencies and modes will be made as needed by EC net control.

3. East County Frequencies

3.1. Alternate County Emergency Operations Center

W0GFQ repeater	145.480(-) PL 107.2
NR6P repeater	146.025(+) PL 107.2
KJ6J repeater	224.920(-) PL 156.7
W6CDF repeater	445.020(-) PL 186.2
HF daytime, 0900-1800	7295 KHz
HF evening, 1800-0900	3945 KHz

3.2. Coachella Valley District

Repeaters

Cactus City	NR6P	146.025(+) PL 107.2
Chuckwalla	KF6BM	145.380(-) PL 162.2
Palm Springs Tram	W0GFQ	145.480(-) PL 107.2

Edom Hill	WD6RAT	146.940(-) PL 107.2
Indio Hill	N6ODI	223.840(-) PL 156.7
Marriott Hotel	KJ6J	224.920(-) PL 156.7

OPERATING FREQUENCIES

Designated operators will use the following frequency for contact with EASTERN EOC

146.940 (-) PL 107.2

146.025 (+) PL 107.2

(The repeaters will be used until and/or unless they are non-functional. Then we will use the output frequency of each repeater in simplex mode.)

Desert Hot Springs	Palm Desert
Sky Valley	Red Cross
Palm Springs	Indian Wells
Cathedral City	La Quinta
Rancho Mirage	Indio
Indio Hills	Coachella
Thousand Palms	Sun City, Palm Desert
Desert Regional Medical Center	JFK Hospital
Eisenhower Medical Center	Sunline Bus Headquarters

SIMPLEX FREQUENCIES USED WITHIN CITIES

	Primary	Secondary
Palm Springs EOC	145.700	147.700
Indio City	145.100	147.100
Coachella City	145.200	147.200
Cathedral City EOC	145.300	147.300
Desert Hot Springs EOC	145.400	147.400
Indian Well City	145.450	147.450
La Quinta City	145.550	147.550

Palm Desert City	145.150	147.150
Rancho Mirage City	145.350	147.350
Sky Valley	146.400	146.500
I.N.C.A.	147.495	147.585
SSTV	147.555	147.420

3.3. Palo Verde District

W6CDF repeater 147.090(-) PL 123.0

3.4. Pass District

W6CDF repeater 147.915(-) PL 123.0

Primary Simplex 145.800

Secondary Simplex 147.800

4. Other Agencies

4.1. Metropolitan Water District

Mercury System - Simplex 145.770 (S)

Appendix 8 Recommended Training

- Introduction to the Standardized Emergency Management System
- I-200 Basic Incident Command System
- I-300 Intermediate Incident Command System
- Wildland Safety Survival
- ARRL Emergency Communication Courses (EMCOMM)
 - Level 1
 - Level 2
 - Level 3

APPENDIX 10

RIVERSIDE COUNTY FIRE/CDF FIRE STATIONS AND PRIMARY FUNCTIONS 9-17-03

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) (909) 940-6970
Headquarters Facility (909) 940-6900
210 West San Jacinto Avenue
Perris, CA 92570

Station #2 (Sunnymead)
24935 Hemlock
Moreno Valley, CA 92557
(909) 242-3101

Station #3 (Nuviev)
29490 Lakeview Avenue
Nuevo, CA 92567
(909) 928-3718

Station #4 (Cajalco)
17650 Cajalco Road
Perris, CA 92570
(909) 780-8241

Station #5 (Quail Valley)
28971 Goetz Road
Quail Valley, CA 92585
(909) 244-6462

Station #6 (Edgemont)
22250 Eucalyptus Ave
Moreno Valley, CA 92553
(909) 653-3030

Station #7 (Sun City)
27860 Bradley Road
Sun City, CA 92586
(909) 679-3413

Station #8 (Woodcrest)
17800 Van Buren Boulevard
Riverside, CA 92504
(909) 780-8620

Station #9 (Goodmeadow)
21565 Steele Peak Road
Perris, CA 92570
(909) 943-1925

Station #10 (Elsinore)
410 W. Graham Avenue
Lake Elsinore, CA 92530
(909) 674-2161

Station #11 (Lakeland Village)
33020 Maiden Lane
Lake Elsinore, CA 92530
(909) 678-2161

Station #12 (Temecula)
28330 Mercedes Street
Temecula, CA 92590
(909) 676-2161

Station #13 (Home Gardens)
3770 Blair St.
Corona, CA 92879
(909) 737-3840

Station #14 (Corona)
1511 Hamner Avenue
Norco, CA 92860
(909) 737-5541

Station #15 (El Cerrito)
20320 Temescal Canyon Rd
Corona, CA 92881- 4944
(909) 737-8109

Station #16 (Pedley)
9270 Limonite Avenue
Pedley, CA 92509

(909) 685-6382

Station #17 (Glen Avon)
10400 San Sevaine Way
Mira Loma, CA 91752
(909) 685-5109

Station #18 (West Riverside)
7545 Mission Blvd.
Riverside, CA 92509
(909) 685-5260

Station #19 (Highgrove)
469 Center Street
Highgrove, CA 92507
(909) 686-2105

Station #20 (Beaumont)
1550 E. 6th Street
Beaumont, CA 92223
(909) 845-2791

Station #21 (Calimesa)
906 Park Avenue
Calimesa, CA 92320
(909) 795-1010

Station #22 (Cherry Valley)
10055 Avenida Mira Villa
Cherry Valley, CA 92223
(909) 845-2590

Station #23 (Pine Cove)
24919 Marion Ridge Road - P.O. Box 2095
Idyllwild, CA 92549
(909) 659-2732

Station #24 (Cabazon)
14580 Broadway
Cabazon, CA 92230
(909) 849-2316

Station #25 (San Jacinto)
132 South San Jacinto
San Jacinto, CA 92583
(909) 654-7912

Station #26 (Little Lake)

25954 Stanford Street
Hemet, CA 92544
(909) 658-5200

Station #27 (East Vail)
6709 Cedar Creek
Norco, Ca. 92880
(909) 898-3713

Ryan Air Attack Base (909) 652-2066
36850 Stetson Avenue
Hemet, CA 92545

Station #28 (Sage)
35655 Sage Road
Hemet, CA 92544
(909) 767-0118

Station #29 (Anza)
56560 Hwy 371 - P.O. Box 391489
Anza, CA 92539
(909) 763-5611

Station #30 (Pinyon)
70080 Highway 74 - 103
Mountain Center, CA 92561
(760) 349-3209

Station #31 (Bermuda Dunes)
78400 Avenue 42
Indio, CA 92201
(760)345-3110

Station #32 (La Quinta)
78136 Frances Hack Lane
La Quinta, CA 92253
(760) 564-4351

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

Station #34 (Winchester)
32655 Haddock Street
Winchester, CA 92596
(909) 926-6430
(909) 926-3591 (Haz Mat 1)

Station #35 (Thousand Palms)
72695 La Canada Way
Thousand Palms, CA 92276
(760) 343-3321

Station #36 (North Palm Springs)
PO Box 580002
63775 Dillon Road
North Palm Springs, CA 92258-0002
(760) 329-6914

Station #37 (Desert Hot Springs)
65958 Pierson Boulevard
Desert Hot Springs, CA 92240
(760) 329-5123

Station #38 (Rubidoux)
3590 Rubidoux Boulevard - P.O. Box 3098
Riverside, CA 92509
(909) 683-4561

Station #39 (Thermal)
56925 Tyler Street
Thermal, CA 92274
(760) 399-5303

Station #40 (Mecca)
91100 Fourth Street
Mecca, CA 92254
(760) 396-2173

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

Station #42 (Oasis)
76800 Highway 86
Thermal, CA 92274
(760) 397-4173

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

Station #44 (Ripley)
13950 Broadway Ave.
Ripley, CA 92272

(760) 921-7826

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

Station #46 (Riverbend)
HCR 20, Box 2411
Blythe, CA 92225
(760) 922-7051

Station #47 (Lost Lake)
Parker Star Route, Hwy 95
At Lost Lake Resort Blythe, CA 92225
(760) 664-4254

Station #48 (Sunnymead Ranch)
10511 Village Road
Moreno Valley, CA 92557
(909) 924-6825

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

Station #50 (South Rancho Mirage)
70801 Highway 111
Rancho Mirage, CA 92270
(760) 328-9877

Station #51 (El Cariso)
32353 Ortega Highway
Lake Elsinore, CA 92530
(909) 678-6070

Station #52 (Cottonwood)
44222 Sage Road - P.O. Box 254
Aguanga, CA 92536
(909) 767-9610

Station #53 (Garner Valley)
59200 Morris Ranch Road - Box 28
Mountain Center, CA 92561
(909) 659-5353

Station #54 (Homeland)
25730 Sultanas Road

Homeland, CA 92548
(909) 926-2433

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

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

Station #57 (Indio Hills)
80400 Dillon Road
Desert Hot Springs, CA 92240
(760) 347-0157

Station #58 (Moreno)
28020 Bay Avenue
Moreno Valley, CA 92555
(909) 924-6860

Station #59 (Mead Valley)
19450 Clark Street
Perris, CA 92570
(909) 657-6711

Station #60 (Canyon Lake)
28730 Vacation Drive
Canyon Lake, CA 92587
(909) 244-5804

Station #61 (Wildomar)
32637 Gruwell Street
Wildomar, CA 92595
(909) 678-1661

Station #62 (Rancho Carrillo)
Lot #51, Verdugo Road - P.O. Box 1062
San Juan Capistrano, CA 92693
(949) 728-0600

Station #63 (Poppet Flats)
49575 Orchard
Banning, CA 92220
(909) 849-2100

Station #64 (Sycamore Creek)
26425 Horsethief Canyon Road

Corona, Ca. 92883
(909) 245-6244

Station #65 (Kennedy Park)
15111 Indian Avenue
Moreno Valley, CA 92553
(909) 924-3253

Station #66 (Beaumont City)
628 Maple Street
Beaumont CA, 92223
(909) 845-3718

Station #67 (Mesa View)
73200 Mesa View Drive
Palm Desert, CA 92260
(760) 340-1120

Station #68 (Menifee)
26020 Wickerd Road
Menifee, CA 92584
(909) 679-5163

Station #69 (Rancho Mirage North)
71751 Gerald Ford Drive
Rancho Mirage, CA 92270
(760) 321-9399

Station #70 (La Quinta South)
54001 Madison Avenue
La Quinta, CA 92253
(760) 564-2122

Station #71 (Palm Desert North)
73995 Country Club Drive
Palm Desert, CA 92260
(760) 346-3335

Station #72 (Valle Vista)
25175 Fairview Avenue
Hemet, CA 92544
(909) 927-1241

Station #73 (Rancho California)
27415 Enterprise Circle West
Temecula, CA 92590
(909) 699-0351

Station #74 (Rancho Capistrano)

35420 Calle Grande
Lake Elsinore, CA 92530
(909) 674-3571

Station #75 (Bear Creek)
38900 Clinton Keith Road
Murrieta, CA 92562
(909) 698-8338

Station #76 (Menifee Lakes)
29950 Menifee Road
Menifee, CA 92584
(909) 679-2241

Station #77 (Lake Riverside)
41610 Lakeshore Blvd
Lake Riverside, CA 92538
(909) 763-0667

Station #78 (Mountain Center)
28500 Highway 243 - P.O. Box 78
Mountain Center, CA 92561
(909) 659-9781

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

Station #80 (Eagle Mountain)
18250 Court Street - P.O. Box 376
Desert Center, CA 92239
(760) 392-4319

Station #81 (North Bermuda Dunes)
37955 Washington
Palm Desert, CA. 92260
(760) 772-4391

Station #82 (Lake Hills)
17452 Lake Pointe Drive
Riverside, CA 92503
(909) 352-3074

Station #83 (French Valley)
37500 Sky Canyon Dr
Murrieta, CA 92563
(909) 696-0962

Station #84 (Parkview)
30650 Pauba Rd
Temecula, CA 92592
(909) 693-0683

Station #85 (McVicker Park) (Elsinore #2)
29405 Grand Ave.
Elsinore, CA 92530
(909) 245-2185

Station #86 (Indio 1)
46-990 Jackson St.
Indio, CA 92201
(760) 347-0726

Station #87 (Indio 2)
43-715 Jackson St
Indio, CA 92201
(760) 342-2774

Station #88 (Indio 3)
46-621 Madison St
Indio, CA 92201
(760) 342-4495

Station #89 (Banning)
172 North Murray
Banning, CA 92220
(909) 922-3230

Station #90 (Banning 2)
Currently not staffed

Station 91 (College Park)
16110 Lasselle St.
Moreno Valley, Ca. 92553
(909) 924-2714

Station #92 (Vail Ranch)
32364 Overland Trail
Temecula, CA 92592
(909) 302-1497

Station #93 (LA QUINTA NORTH)
Adams Street, between Miles and Fred
Warning
La Quinta
UNDER CONSTRUCTION

Station #94 (ELSINORE #3)
Construction 2004
Cottonwood Canyon, Elsinore

Station #95 (RORIPAUGH)
Construction 2004
Roripaugh Development, Temecula

Station #96 (OAK VALLEY – NORTH)
Construction 2004
Beaumont Area

Station #97 (OAK VALLEY – SOUTH)
Construction 2005
Calimesa Area

Station #98 (PAUBA)
Construction 2005
Pauba Road & Hwy 79, Temecula

Station #99 (POURROY)
Construction 2005
Temecula

Station #100 (HORSE THIEF CANYON)
Construction 2005
Horse Thief Canyon, Elsinore

Station #101 (VALERIE JEAN)
Construction 2005
La Quinta Area

Station #102 (WILDROSE)
Construction 2006
Temescal Canyon, El Cerrito/Glen Ivy Area

Station #103 (SEDCO HILLS)
Construction 2006
Sedco, Wildomar/Elsinore Area

Station #104 (DOMENIGONI)
Construction 2006
Hwy 79, Winchester/Temecula Area

Station #105 (AUDIE MURPHY)
Construction 2006
Newport Road, Sun City/Meniffee Area

Station #106 (ROMOLAND)
Construction 2008
Romoland, Sun City/Perris Area

Station #276 (Cabazon Indian Fire)
84245 Indio Springs Dr.
Indio, CA. 92203
(760) 342-2593 x 3050

Station #277 (Pechanga Indian Fire)
PO Box 1477
Temecula, CA 92593
(909) 506-5332

Station #278 (Morongo Indian Fire)
11581 Potrero Rd.
Banning, CA. 92220
(909) 849-7193 (FAX 849-7194)

Station #621 (Idyllwild Fire)
54160 Maranatha Dr.
Idyllwild, CA 92549-0656
(909) 659-2153

Palo Verde VFC
Sheriff station -112 Hwy 78
Palo Verde, CA.
(760) 854-3314

Chuckawalla Prison Fire
19025 Wileys Wells Rd
Blythe, CA 92253
(760) 922-5300

Bautista Conservation Camp
33015 Bautista Rd.
Hemet, CA 92543
(909) 927-3639

Norco Conservation Camp
5th & Western Blvd.
Building 314, PO Box 279
Norco, CA 91760
(909) 737-5911

Oak Glen Conservation Camp
41100 Pine Bench Rd.
Yucaipa, CA 92399
(909) 797-5418

Fire Training Section (909) 486-2954
Ben Clark Training Center

3423 Davis Road
Riverside, Ca. 92518

Office of Emergency Services - West
County PEOC
4080 Lemon Street, Room 8
Riverside. Ca. 92501
909 955-4700

Office of Emergency Services – East
County AEOC
82-675 Hwy 111 # 6
Indio, CA 92201
(760) 863-8318
Planning & Engineering – West
4080 Lemon Street second floor
Riverside, CA 92501
(909) 955-4777

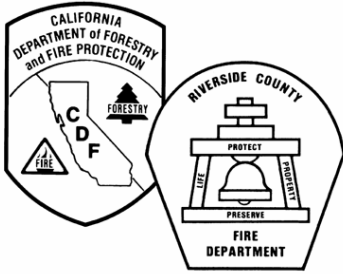
Planning & Engineering – East

82-675 Hwy 111 second floor
Indio, CA 92201
(760) 863-8886

Fire Prevention Office – Banning
3900 W. Wilson Street
Banning, California 92222
(909) 922-3210 FAX (909) 922-0318

Fleet Automotive – West
210 West San Jacinto Ave
Perris, CA 92570
(909) 940-6947

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



Appendix 11 Members Familiarization Exercise



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 frequency and PL of the Black Rock repeater?
18. What is the Corona secondary frequency?
19. What is the HF morning to afternoon frequency for the Perris ECC?
20. What is the Palo Verde District frequency and PL?

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.

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 pocket-size 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 who reside 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 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 it. It 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 state OES 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.

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 State OES 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 assign them to lodging facilities, and provide 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 a 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.

2. Abbreviations

AAR	Applicants Authorized Representative
ACA	Area Command Authority
AEC	Assistant Emergency Coordinator
AEOC	Alternate Emergency Operations Center (Riverside County's Alternate EOC is located in City of Indio)
ASR	Applicant's Services Representative
BIA	Bureau of Indian Affairs
BLM	Bureau of Land Management
CCP	Casualty Collection Point
CDF	California Department of Forestry and Fire Protection
CRO	Chief RACES Officer
DAC	Disaster Assistance Center
DCA	Deputy Chief Administration
DCE	Deputy Chief East
DCW	Deputy Chief West
DFO	Disaster Field Office
DSA	Disaster Support Area
DSR	Disaster Survey Report
DSW	Disaster Service Worker
DWI	Disaster Welfare Inquiry
EAS	Emergency Alert System
EC	Emergency Coordinator
ECC	Perris Emergency Command Center
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EMA	Emergency Management Area
OES	Office of Emergency Services
EPI	Emergency Public Information
ESR	Emergency Services Region
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FEOC	Field Emergency Operations Ctr.
GAR	Governor's Authorized Rep.
HMC	Hazard Mitigation Coordinator
ICP	Incident Command Post
ICS	Incident Command System
JEOC	Joint Emergency Operations Center

LGAC	Local Government Advisory Committee
LHMC	Local Hazard Mitigation Coordinator
MACS	Multi-agency Coordination System
MSA	Multipurpose Staging Area
NCP	Nuclear Civil Protection
NDAA	Natural Disaster Assistance Act
NFIP	National Flood Insurance Program
NWS	National Weather Service
OA	Operational Area
OES	Office of Emergency Services
PEOC	Primary Emergency Operations Center (Riverside County's Primary EOC is located in the City of Riverside)
PF	Protection Factor
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Service
RCFD	Riverside County Fire Department
RCRC	Riverside County RACES Council
REOC	Regional Emergency Operations Center
RO	Radiological Officer
RRU/RVC	Riverside Ranger Unit (Riverside County Fire Department)
SEMS	Standardized Emergency Management System
SEOC	State Emergency Operations Ctr.
SCO	State Coordinating Officer
SHMC	State Hazard Mitigation Coor.
SONGS	San Onofre Nuclear Generating Station
SOP	Standard Operating Procedure
TAP	Transportation Access Point
TCP	Traffic Control Point
TSR	Technical Services Representative
USFS	US Forest Service