

Appendix 6 Cochise 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 Technician 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.

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 frequencies regularly, especially during or immediately after news of any disaster.

Core proficiencies are:

- FCC Technician Class or above license
- Familiar with National Traffic System Procedures
- Basic Incident Command System operations
- Basic Search And Rescue support procedures
- 24-Hour Survival Skills
- 911 System Backup procedures
- Blue Eagle System
- Hospital/Law Enforcement Site manning
- Emergency Response Vehicle (ERV) Characteristics
- ERV Setup
 - Site Selection
 - Generator Operations
 - Antenna Selection/Installation
 - Big Stick (Public Service)

- VHF/UHF Antenna options
- ERV Operations
 - VHF Radio operations
 - FT 2200 (ERV Shelter-Voice)
 - FT 2600 (ERV Shelter-Digital)
 - FT 8800 (ERV Cab-Dual Band Voice)
 - UHF Radio operations
 - FT 7200 (ERV Shelter-Voice)
 - Public Service Radio Operations
 - Motorola Spectra (ERV Shelter-Voice)
 - Motorola Spectra (ERV Cab-Voice)

B. Advanced proficiencies are:

- FCC General Class License or above
- ERV Driver Qualification
- ERV HF Setup
 - HF Antenna Selection
 - Inverted V
 - NVIS Dipole
 - Whip Antennas
- HF Radio operations
 - Icom 706
 - LDG Auto Antenna Tuner
- HF digital operations
 - MARS PACTOR BBS Operations
 - Airmail 2000/PACTERM 98
- VHF digital operation
 - Packet (PACTERM 98)
 - APRS (UI-View)
- HAZMAT First Responder Awareness
- HAZMAT First Responder Operations
- SAR Academy
- 72-Hour Survival Skills

RACES Public Information Officer (PIO)

DESCRIPTION

The RACES Public Information officer provides general information to the general public and the media about the RACES Team.

RESPONSIBILITIES

The PIO is responsible for keeping contact with the media and assisting at incident sites by working with the Incident Command Public Information Officer. The PIO will also assist in recruiting by providing information about the RACES team and the work we do to the general public. Be prepared to assume position of PIO at an incident site should the Incident Commander not have another qualified person. Be pro-active in assisting the City Officers in finding and recruiting new RACES members.

Qualifications:

- Licensed amateur radio operator at the Technician 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 / City Officer

Description

The RACES City Officer/Emergency Coordinator is responsible for managing the resources in his/her designated area of the county. This includes recruiting and training amateur operators. In Cochise County the designated areas include:

Sierra Vista/Huachuca City

Palominas/Hereford

Douglas

Bisbee

Benson/St David

Willcox

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 assist the CCOR as NCS on the county RACES net; keep records of the check-ins for six months.

RESPONSIBILITIES

Be prepared to assume position of Incident Command or designate an alternate IC for all drills, training exercises or actual emergency activation's.

Maintain a roster of 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 your area of responsibility.

Be pro-active in finding and recruiting new RACES members.

Qualifications:

- Licensed amateur radio operator at the Technician level or above is acceptable.
- Member of the ARRL required to hold EC or DEC positions
- 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.

County RACES Officer/District Emergency Coordinator

Description

The County Emergency Services Coordinator appoints the County RACES Officer/District Emergency Coordinator. The CRO/DEC is the senior RACES representative in the County and manages the County RACES/ARES program.

RESPONSIBILITIES

Responsible for working closely with the County Emergency Service Coordinator and manages the use and deployment of County RACES resources.

Responsible for training and recruiting City level RACES Officers and Emergency Coordinators.

Responsible for working with the County Local Emergency Planning Committee (LEPC), and attending their meetings.

Responsible with liaising with adjacent county RACES organizations and planning training activities.

Conduct regular training exercises within your area of responsibility.

Maintain contact with local amateur radio clubs and organizations to assist in recruiting and retaining RACES/ARES members.