

ROWLETT CITIZEN CORPS COUNCIL ORGANIZATIONAL POLICY

TITLE: Radio Operations Policy

APPROVAL SIGNATURE:

NAME: Whitney P. Laning
TITLE: RCCC President

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POLICY NO.: 11-123

PROGRAM : RCCC

SECTION: Operations

PAGES:

Supersedes: 05-109

NOTE: This is an abbreviated policy that supersedes policy 05-109 Two Way Radio Usage Guidelines. The full policy is under development and will be issued in early 2012.

1.0 Purpose

The purpose of this policy is to govern the use of two-way radios in the course of program operations.

2.0 Applicability

This policy applies to all RCCC members, including its affiliated programs.

3.0 Frequency and Authority

3.1 The RCCC has arranged to use several Public Works type frequencies registered by the City of Rowlett for RCCC purposes. **The City of Rowlett has total, complete, and final authority over the operation of these frequencies and can dictate rules for use, equipment, and procedures at will.** Use of these frequencies is by permission only and not automatic, implied or inferred. Permission for use is granted to the RCCC Board of Directors by the City of Rowlett and not to individual users. Individual RCCC Member permission comes from the RCCC Board of Directors by way of its designated Radio Officer.

3.2 The Radio Officer shall have authority to manage frequency matrixes, approve and deploy communications equipment, oversee protocol and conduct training for the organization.

4.0 Equipment

Equipment purchased by members for operation under this policy shall be of an approved type and nature so as not to interfere with normal operations of the frequency, and in accordance with FCC regulations.

5.0 Guidelines for Use

5.1 All members with permission to operate on the designated frequencies will transmit using approved ID numbers, and abide by the code of conduct stated herein.

5.2 It is the duty of each member operating under this policy to ensure compliance with the rules, regulations and policies of all applicable Federal, State, and Local agencies, and the RCCC.

5.3 Members shall refrain from use of restricted frequencies for casual, personal or non-RCCC conversation.

5.4 Members shall abide by frequency use restrictions as outlined in the orientation guide and class.

5.5 Permission to operate under this policy is given at the sole discretion of the RCCC Board of Directors and their designee. Permission is not automatic, implied or inferred by membership or status.

5.6 Members operating under this policy agree to immediately discontinue the use of approved frequencies upon suspension, expulsion, notification of bad standing, inactive status, or at the direction of any agency or City official, or at the direction of the RCCC Board of Directors, RCCC President or Radio Officer.

6.0 Training Requirement

All RCCC members with the intention or need to communicate using the stated frequencies must attend an orientation class before permission for use is granted. In an emergency, this provision may be waived by the RCCC President, Radio Officer or the activation of the Rowlett EOC.

7.0 Penalty

Violation of this policy, or any part thereof, may be punishable up to and including immediate expulsion from the RCCC organization. This policy does not limit other civil or criminal charges that may arise as a result of a violation.

8.0 Communications Code of Conduct

Members operating under this policy are obligated to:

- ◆ Monitor traffic to make sure the channel is clear before transmitting.
- ◆ Stand by for any emergency radio messages.
- ◆ Identify radio transmissions with the assigned RCCC ID number.
- ◆ Be courteous to other licensees using the approved channels.
- ◆ Follow all FCC Rules and Regulations.
- ◆ Observe the operating requirements defined by the City of Rowlett and the RCCC.
- ◆ Discontinue use of any frequency when requested.
- ◆ Refrain from the use of profanity, obscenity, and/or indecent language.
- ◆ Be professional, courteous, and respectful.

9.0 Progressive Alert and Radio Net Activation System

9.1 **Pre Alert Status** -National Weather Service or other weather information indicates the potential for severe weather within 24 to 48 hours. Severe weather may include: Severe Thunder Storms, Flooding Rains, Hurricanes, Wildfire, Winter Storms and Wind (Tornado, Downburst, Gust Front) events.

9.1.1 Via RCCC email, alert notification posted to notify members of potential for severe weather. Order of authority to send notification:

- A. CERT Director
- B. CERT Radio Officer
- C. CERT Deputy Director
- D. RCCC President
- E. OPS Designee

9.1.2 Notice to be sent out no more than 48 hours and no less than 12 hours from potential event.

9.2 **Alert Status** – National Weather Service or other weather information posts a watch for severe weather as indicated above

9.2.1 Second alert sent to volunteers via RCCC email notifying of the weather watch

1. Same order of authority

9.2.2 Depending on the potential threat (70% chance or higher for severe weather in Dallas or Southern Collin County), Ops team is sent stand by text notifying of potential weather threat.

1. Same order of authority

9.2.3 Radio Officer on automatic standby to activate net.

9.2.4 In Radio officer's absence, order of authority is

- A. CERT Director
- B. CERT Deputy Director
- C. RCCC President
- D. OPS Designee

9.3. **Net Activation /CERT Activation**

- 9.3.1 The Net shall be automatically activated for the following conditions:
 - A. Severe weather warning for Dallas or southern Collin County that is projected to impact the greater Rowlett area.
 - B. Dallas County or Rowlett RACES Activation
 - C. As directed at the discretion the Rowlett Fire Chief or Emergency Management designee, CERT Director or RCCC President
- 9.3.2 The Ops team will be sent a text page placing them on alert and providing further instructions
- 9.3.3 Net Control will be executed in the following order of succession
 - A. CERT Radio Officer
 - B. CERT Director
 - C. CERT Deputy Director
 - D. RCCC President
- 9.3.4 The following procedures will be used to activate the CERT Radio Net
 - A. Switch to VHF Channel 1 (154.055MHz)
 - B. Depress the lower button twice to generate two sets of paging tones
 - C. Proceed with the following Net Control Opening Statement:

THIS IS CERT UNIT (UNIT NUMBER), NET CONTROL FOR ROWLETT CERT. THIS NET IS ALERTED FOR THE PURPOSE OF (SEVERE WEATHER, LOCAL EMERGENCY, ETC.). THIS IS A DIRECTED NET WHICH MEANS "DO NOT TRANSMIT UNLESS DIRECTED TO DO SO BY NET CONTROL. BY AUTHORITY OF CERT UNIT (UNIT NUMBER) TIME (24 HOUR TIME IN)

- D. Net Control will proceed to check in other CERT operators
- E. Net Control will announce the criteria for transmitting to net control (minimal reporting criteria for the situation)
- F. Should an Outdoor Emergency Warning Siren activation become imminent Net Control must announce:

SIREN ACTIVATION IS IMMINENT. RADIO SILENCE IS IN IMMEDIATE EFFECT UNTIL OTHERWISE DIRECTED BY NET CONTROL.

- G. The net shall stay active until directed to shut down by net control, CERT Director or designee, or City of Rowlett Designee.
- H. Net Control shall de-activate the net by stating:

THIS IS CERT UNIT (UNIT #), NET CONTROL FOR ROWLETT CERT. THIS NET IS DE-ACTIVATED. AUTHORITY UNIT (UNIT #) TIME (24HR TIME OUT).

10.0 **Additional Radio Services**

10.1 **MURS** (Multi-Use Radio Service)

MURS does not require an FCC License and may be used by any RCCC Member and is subject to all FCC Regulations regarding this service. Use of MURS frequencies on RCCC Operations is subject to all guidelines, restrictions and authority set forth in this policy.

10.2 **FRS** (Family Radio Service)

FRS does not require an FCC License and may be used by any RCCC Member and is subject to all FCC Regulations regarding this service. Use of FRS frequencies on RCCC Operations is subject to all guidelines, restrictions and authority set forth in this policy.

10.3 **GMRS** (General Mobile Radio Service)

GMRS does require an FCC GMRS License and may only be used by RCCC Members that hold a valid FCC GMRS License and is subject to all FCC regulations regarding this service. RCCC Members that are family members of a GMRS Licensee may also use

GMRS. Use of GMRS frequencies on RCCC Operations is subject to all guidelines, restrictions and authority set forth in this policy.

10.4 Amateur Radio Service

Amateur Radio Service does require an FCC Amateur Radio License and may only be used by RCCC Members that hold a valid FCC Amateur Radio License and is subject to all FCC regulations regarding this service. Use of Amateur Radio frequencies for RCCC Operations is subject to all guidelines, restrictions and authority set forth in this policy.

11.0 KR5EXP Repeater

The RCCC owns and operates a UHF repeater licensed for the enjoyment of our membership (444.775MHz + 110.9Hz). The repeater is open for public use.

