



**Township of Parsippany – Troy Hills
Office of Emergency Management
Radio Amateur Civilian Emergency Service**



Parsippany - Troy Hills RACES is an all volunteer organization attached to the Office Of Emergency Management (OEM). We are a sister organization to Parsippany CERT (Civilian Emergency Response Team), also attached to OEM.

Our mission: Par-Troy RACES is positioned to support the town during times of emergencies when normal town agency communications become either disrupted or overwhelmed by significant events – either natural or man-made. In addition, we also support the town during planned events where auxiliary communications are desirable in order to facilitate command and control during these events. Such activity includes but is not limited to, Parsippany’s Fall Festival, July 4th Fireworks, Summer Concerts, and other similar scheduled events.

What we are responsible for: RACES is responsible for maintaining all radio equipment and antennas used by OEM within the town’s Emergency Operations Center (EOC), and we also are responsible for maintaining the communications equipment installed within our Field Communications vehicle, as well as the Incident Command Vehicle. This includes Amateur Radio equipment, as well as municipal emergency service communication equipment used by OEM.

The integrated emergency communications response:

Par-Troy RACES provides a dual role for the town. First, we plan and prepare as much as resources and budgetary constraints allow for major emergencies where normal communications facilities are compromised or rendered inoperative. These plans revolve around Amateur Radio either augmenting existing communications, or replacing existing infrastructure entirely in worst case scenario disasters.

In addition, during emergency activation, RACES members will staff the EOC communication desks, and can assist town dispatchers in handling municipal emergency traffic if called upon to do so. The town dispatch personnel can elect to off-load the handling of non-emergent communications to OEM/RACES in order to relieve dispatcher workload so they can focus on emergency dispatch during significant incidents. This would include, as an example, coordinating dispatch of Dept of Public Works vehicles where needed after a severe weather incident. We are also capable of serving in the emergency dispatch function using municipal equipment installed at the EOC should it become necessary, if for whatever reason, primary and secondary back-up systems fail.

One of our key roles during town emergencies where RACES is activated is to maintain situational awareness of deployed town resources for OEM management. We will monitor town dispatching and track the deployment of resources.

During emergencies and planned events, OEM/CERT may be activated to provide support for these events. RACES coordinates the issuance of town municipal radios to CERT members and usually manages the communications traffic involving CERT. Under these and similar conditions, RACES may serve as a communications liaison between CERT, OEM Management, and other town resources including dispatch, Fire, EMS, and Police units.

Our Field Communications vehicle (Field Comm) is capable of handling the dispatch function for the town from anywhere within township borders, if necessary.

Membership: RACES membership applicants must hold a valid Technician Class Amateur Radio license or higher, and may never have had their license suspended or revoked by the FCC. All applicants must submit to a back-ground check. The Par-Troy Police Department performs this background check. The results of the back-ground check remain confidential. Any issues that arise from the back-ground check are handled by OEM Management and Par-Troy Police. RACES leadership has no access to these back-ground investigations and no say in the approval/disapproval process. Once approved by the Par-Troy Police Department, the applicant is considered a member of RACES.

Active Membership: In order for a RACES member to be considered an active member, attendance of *at least* one meeting per quarter and active participation in a minimum of two events (either planned or emergency activations) per year is required. This is the minimum standard to define an active member, and all RACES members are strongly encouraged to participate beyond this minimum. Members who fall below this minimum active standard will be asked to return all town equipment. Inactive members may remain on the RACES membership roles if they desire, but they may not hold town equipment.

Active members are issued town equipment as it is made available (budgets permitting). OEM strives for the following basic equipment 'kit' for it's RACES membership:

- A multi-band Amateur Radio Handheld, speaker mic, charger, and spare battery
- A yellow reflective OEM jacket with liner and hardhat
- A Par-Troy RACES badge, and identification
- A RACES yellow/green shirt, hat and similar apparel logo-ed with OEM or RACES symbols.
- A town plextron emergency pager if the member lives in range of town communications
- Some members may be issued municipal handheld radios capable of communicating on town emergency channels. Issuance is handled on a case by case basis and is based on availability of a radio, level of participation in RACES activity, and a demonstrated ability to handle the responsibility of using this equipment.

This gear remains the property of the Town, and must be returned upon a member leaving the organization, or becoming inactive. Members are expected to keep this gear in good working order at all times.

Training Requirements: All Parsippany Troy-Hills RACES members must take the following training courses:

- NIMS700 (National Incident Management System). This course is available on-line, and can be taken over the internet.
- ICS100 (Incident Command System). This course is available on-line and can be taken over the internet

- CERT Training. Parsippany OEM Management has elected to require CERT training for all it's volunteers to establish a common basic emergency response skill set. Taking the CERT training does not automatically enroll a RACES member in CERT. However, RACES members may join Par-Troy CERT as well if they so choose. CERT training is held in a classroom setting, and class is spread out one evening class session per week over several weeks. There are usually two CERT training sessions scheduled per year.
- Federal Highway Traffic Safety Training. This training becomes available on a periodic irregular basis. When a class is offered, RACES members who have not had this training are expected to attend.
- All training is either free of charge or paid for by OEM.

New members have 3 months to obtain NIMS and ICS certification, and 1 year for CERT training certification. Extensions to these deadlines can be granted, and will be handled on a case by case basis.

General Notes:

- Par-Troy RACES meets twice a month at the Par-Troy EOC located at the end of Pumphouse Rd. Meetings are the first and third Monday of each month. Meetings start at 7:30pm and usually run until 9pm. Non-RACES Hams are welcome to attend if they so choose.
- RACES members respond to emergency call-outs based on their availability and personal situation at the time. *Members are expected to respond to all call outs when available.*
- RACES members are considered quasi-first responders by the town. However, use of flashing lights, sirens, or similar gear on personal vehicles is absolutely prohibited. RACES members responding to activation **obey** all local traffic laws, **do not** exceed speed limits, **do not** run Stop signs, and **do not** run red traffic lights etc. while proceeding to the EOC.
- Par-Troy RACES uses the 440.10 mhz repeater (PL 141.3) as it's OEM amateur radio facility. The repeater is privately owned by one of the OEM Coordinators.
- Par-Troy RACES holds it's own monthly net on the 440.10 repeater. Currently the second Monday of each month at 8:00pm. RACES members are expected to participate.
- RACES Members **do not self-deploy**. We wait until called upon by OEM Management.
- RACES Members **never** interfere with on-going emergency services being provided by Police, Fire, or EMS.
- RACES is activated to support town incidents between 3-6 times per year on average.
- RACES is usually activated for back-up/stand-by purposes when primary power is lost at Police Headquarters.
- RACES usually participates in around 6 planned events per year.
- Our busiest time for planned events is Summer and early Fall.
- Current RACES Officers:
 - ◆ Mike Hartmann, NI2S, Radio Officer
 - ◆ John Connors, KC2SRC, Asst. Radio Officer

Those interested in applying for Par-Troy RACES membership please contact the Radio Officer by email at NI2S@arrl.org to make arrangements to obtain the application documents.