RACES Position Manual

RACES SEOC Representitive Duties



Michigan Section ARRL

RACES Position Manual RACES SEOC Representitive Duties Edition 12

Author

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When the State Emergency Operations Center is activated, a RACES representative sits in the State EOC. This document outlines the duties of that representative. In addition, useful reference material is provided.

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General Responsibilities

1.1. Team Objectives

ARES/RACES is present at the SEOC to provide backup communications between the area of an incident or emergency and the various state agencies. The "agency coordinator" (SEC or alternate) sits in on the EOC proceedings and stays alert to communications needs of the other agencies. The station staff operates the radio station at the direction of the coordinator, but, depending on the incident status, may need to provide status information and/or direction to the coordinator.

Because emergencies are by nature unpredictable, the specific actions taken by all team members must necessarily react to the incident. Leadership and creativity are required at all levels, and each participant must be willing to help the others as the need arises.

In order to meet the communications needs of the incident, resources are required at the SEOC station as well as in the field. The station manager is responsible for recruiting operators for the SEOC station and marshalling those operators as needed. The Emergency Coordinator in the affected area is primarily responsible for local resources. However, should the capabilities of the local county be exceeded, the SEC or alternate must marshall additional resources, typically by contacting the DEC of the affected area, adjacent DECs or in some cases, nearby ECs directly.

1.2. Resource Needs

The SEC or alternate is the top ranking ARES official for the incident. As a consequence, it falls to him to ensure that the event is adequately staffed. Depending on the needs of the particular incident, this will require contacting other individuals around the state, and perhaps applying some persuasion to achieve the desired result.

Most commonly, the SEC will contact the DEC for the area affected by the incident. The DEC is aware of the resources of the affected county and the surrounding counties. If the EC can be reached, he is typically the most able to respond quickly. However, when an incident is underway, the EC can often be difficult to reach.

At times the local DEC is unreachable or has exhausted all resources. The SEC must then exploit the resources of other Districts. Nearby Districts are obviously preferred due to travel times, but any District may have the needed resources and must be considered.

Specific Duties

2.1. Checking In

On arrival, sign in at the front door. The door to the downstairs stairway will be locked. If the rep or alternate does not have a pass card, an officer will escort him to the security station.

The rep must pick up a badge at the security station outside the EOC room. Because of ovecrowding at the SEOC, RACES often does not have a designated position. Select a position that is available.

2.2. Liaison with the station

The rep's primary function is to provide a communications path between the station status and the various agencies.

- · Apprise the various agencies of the current station status if needed
- Communicate the current status of the field situation, as understood by the SEOC, to the station.
- · Alert the station of any communications needs of the agencies.

If possible, spend some time with the operators prior to the exercise to understand the situation there.

Ideally, the rep will have an HT and will agree with the station on an available frequency. Note that the station's VHF radio will likely be in use, so communication between the rep and the station will probably be HT to HT.

If HTs are not available or do not work, the telephone may be used. Keep in mind, however, that the SEOC rep will likely not have the same number as in previous drills. Be sure the station has the number.

Stay in regular touch with the station; be aware of their situation and whether they are in contact with the site. Keep them up to date as to site changes as announced in the SEOC.

2.3. Agency Announcements

Periodically, the IC or Ops Section Chief will ask for agency updates. Give a brief status of the station for each update. Keep in mind that the agency reps are non-technical, but most realize that we are their backup plan. Give a meaningful status without getting technical.

Pay at least passing attention to the other agency reports. Should they need us our job will be eased if we at least have some familiarity with their situation.

Consider updating the station with any interesting items from the other agencies. Depending on the drill and players, there may be EOCs on the converse bridge unaware of the situation at the site and in need of update.

2.4. Debrief

At the end of the exercise, there will be a debrief from all agencies. Prior to this check with the station operators to be sure you are aware of any contact with the site or nearby jurisdictions.

Make a positive, brief presentation when asked. As usual, avoid technical details and focus on capability.

E-Team

3.1. Introduction

As a general rule, the station staff maintains the RACES Situation Report (SitRep) since the SEC frequently does not have a terminal. However, if for some reason the station staff is unable to maintain the SitRep, it falls on the SEC or his delegate to do so.

It is important to many agencies to be alert to the state of readiness of the RACES station. Agencies have discovered that their communications circuits are sometimes fragile, and they may require our services. An up to date and accurate SitRep gives them some confidence about our status.

In any case, be sure the Agency SitRep is complete, accurate, and up to date.

3.2. Logging On

• Log on to E-Team using the password provided by the DIT rep (typically Rich Law or Jacqueline Barcroft). They will usually log you on.



Use SEOC-specific password

Do not use your personal password when logging on at the SEOC.

3.3. Initial Duties

- · Review the incident report
- · Add an Agency SitRep

3.4. Repetitive Duties

- Update the agency sitrep approximately hourly (generally the station operators manage this).
- · Add Duty Log entries if needed
- · Review the incident report and other agency SitReps

Appendix A. SEOC Contacts

A.1. Collins Road

- HF/VHF Phone Position 517-336-3984
- CW Position 517-324-2381

A.2. Leadership Cell Phones

- SEC WB8RCR 989-430-4855
- ASEC N8ERF 989-948-5427
- SM WB8R 517-617-4883

A.3. MSP Contacts

The following are key Michigan State Police contacts. If these individuals are on duty, they will typically be in the SEOC:

Operations Section Chief - Jim Porcello

Director EMHSD - Capt. Thomas Sands

Assistant Director EMHSD - Tony Katarski

Logistics Section Chief - Carol Wolfinger

Incident Commander - F/Lt. Ralph Hobrat

E-Team contact - Jaclyn Barcroft

I/T assistance - Rich Law

MSP Training Director - Carol Wolfinger

MSP Facilities - Communications - Don Bouffard

Operations Director - Lt. Bonnie Kanicki-Wilson

REP training contact - Sgt. Mardella Hohrn

Appendix B. District Map

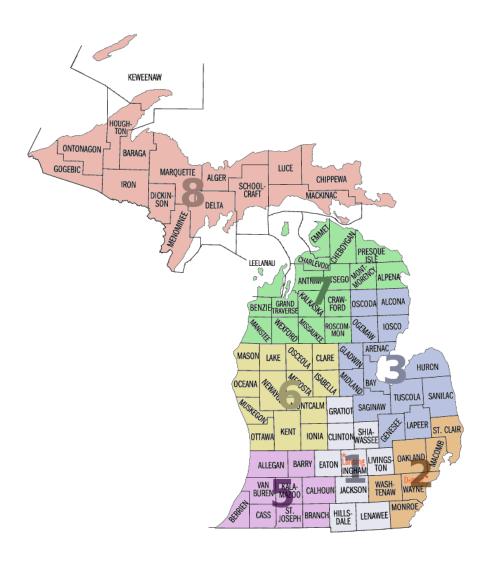


Figure B.1. District Map

Appendix C. District Emergency Coordinators

District	Call	Name	Phone
1	K8YZA	Joe Pullen	Mobile: 517-260-1185Home: 517-547-6794
2	WF5X	Randy Love	Mobile: 586-803-1967
3	N8OSL	Joe Tuscher	Mobile: 810-908-3089Home: 810-742-3866
5	KB8FQJ	Carl Flickinger	Mobile: 269-873-7891Home: 269-685-8277
6	KB8VEE	Tom van der Mel	Mobile: 231-206-0422
7	WA8RLI	Red Duggan	Home: 989-275-2443Mobile: 586-413-2831Pager: 9892533247@arch.net
8	KG8NK	Lou Gembolis	• Home: 906-485-5442
APX	WD8DX	Jeff Morey	Mobile: 989-390-1133
DTX	N8ZSA	Ted Davis	Mobile: 248-628-2747Mobile: 248-842-4077
GRR	N8VLN	Michael Gage	• Home: 616-538-0502
MQT	KI8AF	Greg Hanson	• Home: 906-225-1594

Table C.1. District Emergency Coordinators

Appendix D. EC Contact Information

D.1. District One

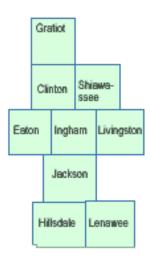


Figure D.1. District One

County	EC	Contact
Clinton	David Oulette, WB8MWG	•
Eaton	Jeff Frank, N8HEE	 Day Phone: 5175438200 Night Phone: 5175432643 Cell Phone: 5176673015 eMail: n8hee@n8hee.com ampr.org address: n8hee@hamgate.eaton.ampr.org repeater: 443.625 (100)
Gratiot	Bill Rogers, KC8OUF	Night Phone: 9896815349eMail: kc8ouf@mail.com
Hillsdale	Daniel Sprow, KC8RYF	Day Phone: 5174373677Night Phone: 5174371410eMail: dsprow@comcast.net
Ingham/ Lansing	Jim Hannahs, KC8QWH	Day Phone: 517-589-8346eMail: ginhannahs@gmail.com
Jackson	Tim Bair, WD8PMD	•
Lenawee	Joseph Pullen, K8YZA	 Day Phone: 5175476794 Night Phone: 5172632181 Cell Phone: 5172601185 eMail: jpullen007@comcast.net

County	EC	Contact
Livingston	Bruce Pollock, N8WWX	Day Phone: 5175407681Night Phone: 7348780138eMail: n8wwx@yahoo.com
Shiawassee	Thomas Carpenter, KI8AS	Night Phone: 5175790599eMail: ki8as@charter.net

Table D.1. District One - Joseph Pullen, K8YZA

D.2. District Two



Figure D.2. District Two

County	EC	Contact
Macomb	Paul Reinhardt, KC8BDK	Day Phone: 5867381861
Monroe	Mike Hall, K8MLH	Cell Phone: 734-625-5082eMail: mhall54@chartermi.net
Oakland	Jim Richards, AB8JR	Night Phone: 2488515623Cell Phone: 2483183842eMail: ab8jr@arrl.net
Saint Clair	(vacant)	
Washtenaw	Doug Cox, N8ZLR	Day Phone: 7349364387Night Phone: 7346650625eMail: doug@dougcox.com
Wayne	Shanon Herron, KA8SPW	Night Phone: 7344219221Cell Phone: 7342776724eMail: ka8spw@sbcglobal.net

Table D.2. District Two - Randy Love, WF5X

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District Three

D.3. District Three



Figure D.3. District Three

County	EC	Contact
Alcona	Stanley Darmofal, W8SZ	Day Phone: 9897245550eMail: w8sz@arrl.net
Arenac	Charles Rood, AB8SY	Day Phone: 9898468331eMail: ab8sy@att.net
Bay	Dean Bass, KC8BGK	Night Phone: 9896844044eMail: kc8bgk@arrl.net
Genesee	Tony Bryant, KD8LCN	Cell Phone: 8109554852eMail: kdlcn@yahoo.com
Gladwin	Bruce Wagner, N8LYL	Night Phone: 9897413313eMail: tinarrow@toast.net
Huron	(vacant)	
losco	Kelly Karpp, KB8RWG	 Night Phone: 9897352091 Cell Phone: 9892862415 eMail: kb8rwg@cynergycomm.net ampr.org address: kb8rwg@ioseoc.ampr.org
Lapeer	Tom Oliver, KD8EBY	Night Phone: 8102473227eMail: frycapt@att.net
Midland	John C. Wolters, W8QN	Night Phone: 9898329122eMail: w8qn@aol.com
Ogemaw	Chris Barbb, W8COP	Day Phone: 9896853120eMail: w8cop@yahoo.com

County	EC	Contact
Oscoda	Al Bickford, KD8CLM	Night Phone: 9898263132Cell Phone: 9893706077eMail: bickford@surfbest.net
Saginaw	Ron Huss, KC8YVF	Day Phone: 9897992679Cell Phone: 9897512693eMail: kc8yvf@rhuss.cncfamily.com
Sanilac	Theodore Davis, KF8ZO	Day Phone: 8106729504Night Phone: 8106729504eMail: kf8zo@speedconnect.com
Tuscola	Roger Edwards, WB8WJV	Day Phone: 9896735722eMail: wb8wjv@bigtube.net

Table D.3. District Three - Joe Tuscher, N8OSL

D.4. District Five



Figure D.4. District Five

County	EC	Contact
Allegan	Jim Cance, AB8SF	Day Phone: 2696851189Night Phone: 2696851189eMail: jimandkarencance@gmail.com
Barry	Ron Yeo, KC8SFQ	eMail: kc8sfq@arrl.net
Berrien	Thomas Dumminger, KC8MGD	Day Phone: 2699236999Night Phone: 2695560570Cell Phone: 2698769619eMail: tommyd578@sbcglobal.net
Branch	Jan Hayden, KD8CYW	Day Phone: 5178129009Night Phone: 5176394488eMail: kd8cyw@arrl.net
Calhoun	W. Kenneth Nierman, KC8QNQ	Day Phone: 2699640579eMail: kc8qnq@arrl.net
Cass	(vacant)	

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District Six

County	EC	Contact
Kalamazoo	Art Snapper, NK8X	 Day Phone: 2694918874 Day Phone: 6163723300 Night Phone: 2693723906 Night Phone: 6163818871 eMail: art@nk8x.net
Saint Joseph	Bill Douglas, AE8K	eMail: ae8k@arrl.net
Van Buren	Paul Reissmann, WD8MWT	 Night Phone: 2696216138 Cell Phone: 2158177594 eMail: wd8mwt@comcast.net repeater: 444.800+ 94.8 PL

Table D.4. District Five - Carl Flickinger, KB8FQJ

D.5. District Six



Figure D.5. District Six

County	EC	Contact
Clare	Richard J. Johnson, KA8DCJ	Day Phone: 9895397463Day Phone: 9892204623Cell Phone: 9894807342eMail: ka8dcj@charter.net
Ionia	Roger Packard, KD8KLI	Night Phone: 6165276410Cell Phone: 6165402794eMail: rpackard@hughes.net
Isabella	Gustave Glass, K8GUS	Day Phone: 9893390851Night Phone: 9895883220
Kent	Jeffrey Nawrot, N8JSN	Day Phone: 6162911869Night Phone: 6162911869eMail: jnawrot@kcvrm.net
Lake	(vacant)	

County	EC	Contact
Mason	Gary Berk, KC8MWF	Day Phone: 2318454219Night Phone: 2318432945eMail: kc8mwf@charter.net
Mecosta	G Thomas Behler, KB8TYJ	Day Phone: 2315929854Night Phone: 2315929854eMail: kb8tyj@arrl.net
Montcalm	Blaine Jenks, KD8DQA	Day Phone: 989-831-8939Night Phone: 616-894-0954eMail: kd8dqa@gmail.com
Muskegon	James Duram, K8COP	Day Phone: 2318286306eMail: jimk8cop@afo.neteMail: k8cop@arrl.net
Newaygo	Tim Deater, KC8MSE	Day Phone: 2319248806Night Phone: 2318541694eMail: kc8mse@gmail.com
Oceana	David Robertson, N8UKH	 Day Phone: 2317981736 Night Phone: 2318541065 Pager: 2313150218 Nextel: 2312258569 131*538466*15
Osceola	Bill Kelso, N8NJA	•
Ottawa	Jason MacKay, KC8OVS	Cell Phone: 616-212-8659eMail: ocecdec@gmail.com

Table D.5. District Six - Tom VanderMel, KB8VEE

For Official Use Only District Seven

D.6. District Seven

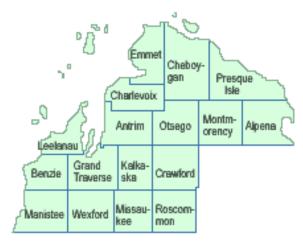


Figure D.6. District Seven

County	EC	Contact
Alpena	John Thomas, N8JWH	Day Phone: 9898840292Cell Phone: 9894644798eMail: n8jwh@arrl.net
Antrim	Mike Cleary, W8VPC	Day Phone: 2135448181eMail: xp1@torchlake.com
Benzie	Tom Schoonover, K8BTE	Day Phone: 2318824249eMail: schooner@charter.net
Charlevoix	(vacant)	
Cheboygan	Charles J. Brew, N8NXP	Night Phone: 2314365570Cell Phone: 2314996478eMail: brewfire@upnorth.net
Crawford	Thomas 'Red' Duggan, WA8RLI	 Day Phone: 8107772443 Day Phone: 9892752443 Night Phone: 9892533247 Cell Phone: 5864132831 eMail: wa8rli@arrl.net
Emmet	Charles P. Scott, N8DNX	 Day Phone: 2314870692 Night Phone: 2313479941 Cell Phone: 2313304517 eMail: cscott@gaslightmedia.com Pager: 2313304517@message.alltel.com
Grand Traverse	Ernest Abel, K8RCT	•
Kalkaska	(vacant)	

County	EC	Contact
Leelanau	Gerald Gorrell, W8WFN	Day Phone: 6163343793eMail: w8wfn@aol.com
Manistee	(vacant)	
Missaukee	(vacant)	
Montmorency	George Brand, WA8SCO	Night Phone: 9893448607Night Phone: 9893449762Cell Phone: 9893701395eMail: georgeb@i2k.com
Otsego	Richard Nelson, WB8AKH	Day Phone: 9899398020
Presque Isle	Michael Horn, WB8TQZ	Day Phone: 9897344170Night Phone: 9897344956eMail: wb8tqz@arrl.net
Roscommon	(vacant)	
Wexford	Thomas Warnock, WB8WIV	•

Table D.6. District Seven - Thomas 'Red' Duggan, WA8RLI

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District Eight

D.7. District Eight

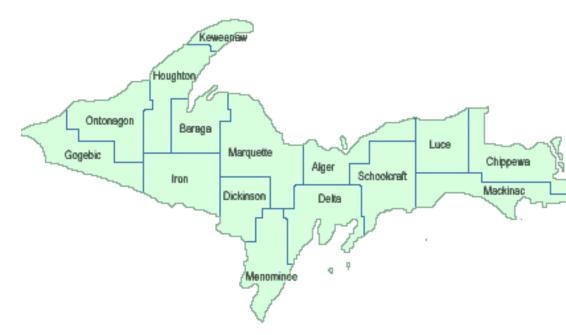


Figure D.7. District Eight

County	EC	Contact
Alger	Raoul Revard, W8RDR	Day Phone: 9063871655Night Phone: 9063871655eMail: rrevord@jamadots.com
Baraga	Randall F. Bell, K8HRO	eMail: rfb@up.net
Chippewa	Ronald L Munro, KC8ZGB	eMail: munro@centurytel.net
Delta	Mark Seymour, N8XAH	Day Phone: 9067865911Night Phone: 9062802062
Dickinson	Dennis Beurjey, KC8SWX	•
Gogebic	Andrew Tate, KD8EBO	•
Houghton	John Swift, N8WAV	Day Phone: 9064820530Night Phone: 9064827766eMail: jswift@up.net
Iron	James Rye, W8IFI	Night Phone: 9068753582eMail: jimrye@up.net
Keweenaw	Gary Hansen, K8YSZ	• Day Phone: 9063371436

County	EC	Contact
Luce	David Dake, KC8QZG	eMail: daved@forestinsurancecenter.com
Mackinac	Ron Peterka, W8DR	Night Phone: 9066437133eMail: w8dr@lighthouse.net
Marquette	Richard Schwenke, N8GBA	Day Phone: 9062493837Night Phone: 9062493837eMail: n8gba@chartermi.net
Menominee	Paul Sorensen, NS8V	Night Phone: 9068642551eMail: royalfeathers@earthlink.net
Ontonagon	Alfred Trainer, KC8OCK	•
Schoolcraft	Howard A Baker, KD8DBF	• Night Phone: 9064942557

Table D.7. District Eight - Lou Gembolis, KG8NK

Appendix E. Net Manager Contact Information

Net Acronym	Net Name	Net Manager	Call	Contact Information
QMN	The Michigan Net	Anne Travis	K8AE	• Home: 313-563-0177
MITN	Michigan Traffic Net	Jeff Miller	WB8WKQ	Home: 248-628-3719Mobile: 248-330-0335
GLETN	Great Lakes Emergency and Traffic Net	Grant Watson	K8VFZ	• Home: 810-982-7488
MACS	Michigan Amateur Communications System	John Wehmer	WB9JSR	Home: 616-847-6409Mobile: 616-502-4800
MDTN	Michigan Digital Traffic Net	Ed Bassett	N8FVM	• Home: 989-821-7729
UP	Upper Peninsula Net	Aileen Gagnon	WA8DHB	• Home: 906-428-9789
MVTN	Michigan VHF Traffic Net	Flora Jean Young	AC8AR	• Home: 231-893-3341
SEMTN	Southeast Michigan Traffic Net	Jeff Miller	WB8WKQ	Home: 248-628-3719Mobile: 248-330-0335
TMMTN	Thumb and Mid- Michigan Traffic Net	Grant Watson	K8VFZ	• Home: 810-982-7488

Table E.1. Net Manager Contact Information

Appendix F. MARS Contact Information

Position	Name	Call	MARS Call	Contact Information
State MARS Director	Dave Bock	W8OHS	AAA5MI	Home: 586-943-5381Email: bock@marketcommander.com
Interoperability Officer	Joe Bell	WD8USA	AAM5IMI	Home: 616-866-3801Email: wd8usa@aol.com
SEOC Contact	Jim Harvey	KA8DDQ	AAT5CA	Home: 517-394-5254Email: harvey.cavalry@att.netAlso E-Team targeted alerts

Table F.1. MARS Contact Information

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Appendix G. Revision History

Revision 12 Fri Jan 27 2012 John McDonough wb8rcr@arrl.net Update contact information Revision 11 Mon Jan 9 2012 John McDonough wb8rcr@arrl.net Update contact information Revision 10 Wed Feb 23 2011 John McDonough wb8rcr@arrl.net Additional contact information for DECs, NMs Revision 9 Wed Feb 23 2011 John McDonough wb8rcr@arrl.net Convert to book so paging correct **Revision 8** Tue Feb 22 2011 John McDonough wb8rcr@arrl.net Add Net Manager contact information Add MARS contact information Revision 7 Mon Jan 31 2011 John McDonough wb8rcr@arrl.net Update contact information Revision 6 Mon Jun 07 2010 John McDonough wb8rcr@arrl.net Update phone numbers Revision 5 Fri May 14 2010 John McDonough wb8rcr@arrl.net Update Newaygo **Update Clare** Revision 4 Mon Mar 01 2010 John McDonough wb8rcr@arrl.net Additional phone numbers Rescale District 8 map Correct typos Remove draft status Mon Feb 22 2010 Revision 3 John McDonough wb8rcr@arrl.net Tweak some images for PDF Change format of Appendix D to allow for less wasted space Improve/correct E-Team chapter Revision 2 Fri Feb 19 2010 John McDonough wb8rcr@arrl.net Still more expanding of duties Tables of EC contact information District map Move reference materials to appendix Revision 1 Wed Feb 17 2010 John McDonough wb8rcr@arrl.net Additional details on duties **DEC Contact Information** Revision 0 Wed Jan 27 2010 John McDonough wb8rcr@arrl.net Initial creation of book by publican

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