

SECTION 22: EMERGENCY COORDINATOR DUTIES

This section describes the duties of an emergency coordinator (EC). Primary responsibilities include planning, organizing, coordinating and communicating.

Once you complete this section, you will be able to:

- Outline the general duties of an emergency coordinator
- Discuss the planning and organization of an ARES group
- Coordinate with other ARES groups, served agencies, and stakeholders
- Perform EC duties before and during a disaster response.

For more information about EC responsibilities, see the RAC EC webpage.

GENERAL DUTIES

- Establishing a viable working relationship with all the municipal Emergency Measures Coordinator and the various private agencies in the ARES jurisdictional area which might need the services of ARES in emergencies.
- Promoting and enhancing the activities of ARES for the benefit of the public as a voluntary, non-commercial communications service.
- Managing and coordinating the training, organization and emergency participation of interested amateurs working in support of the communities, agencies or functions designated by the Section Emergency Coordinator/Section Manager.
- Establishing an emergency communications plan for the communities and agencies that will effectively utilize ARES members to cover the needs for formal message traffic.
- Establishing local communication networks run on a regular basis and periodic testing of those networks by realistic drills.
- Establishing an emergency traffic plan, if possible utilizing the National Traffic System as one active component for traffic handling. Establishment of an operational liaison with Local and Section nets, particularly for handling traffic in an emergency situation.
- Doing all that is possible to further the favorable image of amateur radio by dedication to purpose and a thorough understanding of the mission of the Amateur Radio Service.

PLANNING

- Drafting brief, specific ARES plans to fulfill community needs for emergency communications.

- Developing training programs to fill special skill requirements of members as needed.
- Establishing a workable plan in coordination with other local two-way radio organizations for responding to non emergency communications requests; e.g., walkathons, parades, special events.
- Developing, implementing and maintaining a current “telephone tree” for use in alerting and activating ARES members in emergencies.
- Establishing regular, announced meetings of ARES members to plan programs and drills and to accomplish specific goals.
- Developing a local ARES operating manual to include all essential operating aids and reference information, with annual updates.

ORGANIZING LOCALLY

- Appointing Assistant Emergency Coordinators (AECs) and issuing AEC Certificates when needed. The AECs will be designated specific functions and/or agencies within the jurisdictional area.
- Maintaining a current roster information on all enrolled ARES members.
 - Recording special skills and equipment useful in emergencies.
 - Issuing ARES and/or municipal identification cards and cancellation when appropriate.
- Establishing and fostering radio nets as required to maintain an active ARES unit, develop capable net control stations, transact a full range of traffic, and disseminate news and bulletins of value to the amateur population in general, and to ARES in particular.
- Recommending OES candidates to the SM/SEC.

COORDINATING WITH ARES GROUPS, SERVED AGENCIES, AND STAKEHOLDERS

- Establishing effective liaison between ARES and emergency services' designees in local radio clubs and repeater associations.
- Coordinating and cooperating with ECs of adjacent areas and sections.
- Acting as principal area representative from ARES to area coordinating councils of volunteer emergency response teams.
- Through the SEC/STM, arranging for effective liaison and active cooperation with operators of the National Traffic System for both incoming and outgoing traffic during both normal and emergency conditions.

- Developing and organizing an emergency planning committee of all agencies that would be involved in a disaster in your jurisdiction with special emphasis on the agency with which RAC has an agreement – Canadian Red Cross.

COMMUNICATING

- Preparing EC bulletins and releases for periodic issuance over radio nets and at meetings of amateurs to keep ARES members (and local amateurs in general) informed of ARES matters.
- Conducting periodic meetings in person and on-the-air for the purpose of developing close coordination and a free exchange of information among ARES members.
- Using the municipal Emergency Measures Manager, where possible, to contact heads of agencies to be served to determine requirements and methods of introducing Amateur Radio into their operations. Communicate such plans to all ARES members
- Providing user-agencies with current contact information for alerting/activating ARES
- Submitting monthly reports to the SEC/DEC (as directed) covering ARES news, achievements, events, problems, contacts with user agencies, etc.
- Checking into local and section nets regularly--on all modes possible-- to be accessible to the membership and be aware of their participation, keep members informed and support their efforts, and provide special bulletins of interest and importance to members.
- Reporting regularly by radiogram, correspondence, or the official report form (FSD-211R) to the DEC/SEC on names, calls and telephone numbers of AECs and their areas of responsibility, public service events planned or impending, problems which should be of concern to the SEC/DEC, names and call signs of amateurs involved in communications, operations or exercises, and performance of individual members considered particularly noteworthy.

DURING AN EMERGENCY OR AN EXERCISE

- In times of disaster, evaluating the communication needs of the jurisdiction and responding quickly to those needs. The EC will assume authority and responsibility for emergency response and performance by ARES personnel under the EC's jurisdiction.
- After operations or exercises, providing prompt oral and written reports and critiques concerning served agencies and ARES operations to agencies and SEC/DEC.