

Emergency Coordinator Duties:

The ARRL Emergency Coordinator is a key team player in ARES on the local emergency scene. Working with the Section Emergency Coordinator, the DEC and Official Emergency Stations, the EC prepares for, and engages in management of communications needs in disasters. EC duties include:

1. Promote and enhance the activities of the Amateur Radio Emergency Service (ARES) for the benefit of the public as a voluntary, non-commercial communications service.
2. Manage and coordinate 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.
3. Establish viable working relationships with federal, state, county, city governmental and private agencies in the ARES jurisdictional area which need the services of ARES in emergencies. Determine what agencies are active in your area, evaluate each of their needs, and which ones you are capable of meeting, and then prioritize these agencies and needs. Discuss your planning with your Section Emergency Coordinator and then with your counterparts in each of the agencies. Ensure they are all aware of your ARES group's capabilities, and perhaps more importantly, your limitations. Develop detailed local operational plans with "served" agency officials in your jurisdiction that set forth precisely what each of your expectations are during a disaster operation. Work jointly to establish protocols for mutual trust and respect. All matters involving recruitment and utilization of ARES volunteers are directed by you, in response to the needs assessed by the agency officials. Technical issues involving message format, security of message transmission, Disaster Welfare Inquiry policies, and others, should be reviewed and expounded upon in your detailed local operations plans.
4. Establish local communications networks run on a regular basis and periodically test those networks by conducting realistic drills.
5. Establish an emergency traffic plan, with Welfare traffic inclusive, utilizing the National Traffic System as one active component for traffic handling. Establish an operational liaison with local and section nets, particularly for handling Welfare traffic in an emergency situation.
6. In times of disaster, evaluate the communications needs of the jurisdiction and respond quickly to those needs. The EC will assume authority and responsibility for emergency response and performance by ARES personnel under his jurisdiction.
7. Work with other non-ARES amateur provider-groups to establish mutual respect and understanding, and a coordination mechanism for the good of the public and Amateur Radio. The goal is to foster an efficient and effective Amateur Radio response overall.
8. Work for growth in your ARES program, making it a stronger, more valuable resource and hence able to meet more of the agencies' local needs. There are thousands of new Technicians coming into the amateur service that would make ideal additions to your ARES roster. A stronger ARES means a better ability to serve your communities in times of need and a greater sense of pride for Amateur Radio by both amateurs and the public.
9. Report regularly to the SEC, as required.

KY Section Addendum:

All Section ARES appointees are required to file monthly reports. DEC's and EC's failing to report for 3 consecutive months or failure to file monthly reports 5 times in a 12 month period will be canceled by the Section Emergency Coordinator or Section Manager. The Section Manager will cancel all appointees who fail to maintain ARRL membership.

Recruitment of new hams and League members is an integral part of the job of every League appointee. Appointees should take advantage of every opportunity to recruit a new ham or member to foster growth of Field Organization programs, and our abilities to serve the public.

Requirements: Technician or higher class license; Full ARRL membership

Source: Kentucky Amateur Radio Web Site – www.kyham.net