

## **Administration Alerting and Activation**

### **1. Introduction**

As with any organization required to respond to on-demand services, Walton County Amateur Radio Emergency Service must maintain a means to be contacted and to then contact its members and alert them to the need. This document will define the methods to be used in alerting ARES members to respond to requests for assistance in emergency or disaster situations.

### **2. Responsibilities**

The Assistant Emergency Coordinator (AEC) for Administration is responsible for maintaining a current listing of all members with all contact information required to support this procedure.

### **3. Related Publications**

None.

### **4. Definition of Terms**

AEC           Assistant Emergency Coordinator

ARES         Amateur Radio Emergency Service

DEC         District Emergency Coordinator

EC           Emergency Coordinator

EOC         Emergency Operations Center

GEMA Georgia Emergency Management Agency

NOAA       National Oceanic and Atmospheric Administration

NWS         National Weather Service

## **5. Guidelines**

### **5.1 ACTIVATION REQUESTS**

Requests for activation of Walton County ARES may come from several sources.

#### **5.1.1 National Weather Service**

The most frequent request comes from severe weather alerts and originates with the National Weather Services (NWS) Peachtree City office. This activation originates through ARES alert network and through the NOAA Weather Radio Alert System. Typically, any warning alert also requests activation of SKYWARN spotters. All spotters should have a weather alert radio as a minimum.

#### **5.1.2 County Request**

Walton County Emergency Management Agency will request activation by contacting the Emergency Coordinator (EC). If the EC is not available, the request will be given to the Assistant Emergency Coordinator for response. This contact will be in the most expeditious manner possible and may be by telephone, text message, or via radio. The EC or AEC will activate Walton County ARES members required to support the request.

#### **5.1.3 Section and District**

If assistance is requested from either Georgia Emergency Management (GEMA) or from another area in Northeast Georgia, the request will typically come from the District Emergency Coordinator (DEC) to the county EC or the AEC. This contact will be in the most expeditious manner possible and may be by telephone, text message, or via radio. The EC or AEC will activate Walton County ARES members required to support the request.

#### **5.1.4 Supported Agencies**

Operations plans (OPLANs) may be developed in support of specific served agencies. Such plans will indicate the method through which activation is to be requested. Once a request is received according to the specific OPLAN, the appropriate elements will be notified using procedures outlined in 5.2 for response.

#### **5.1.5 Miscellaneous Requests**

When other organizations request assistance, such requests should come through the EC for determination of the requests validity.

## **5.2 Walton County ARES Activation**

Activation of Walton County ARES will be accomplished via the following steps:

### **5.2.1 Cell Phone**

The individual member activating Walton County ARES will initiate a Call Down utilizing the Walton County ARES call list. This call should be responded to by activating a logistics net on the Primary VHF repeater. The first person on frequency with Net Control Station experience should start the net. All other stations should check into the net to make their availability known.

### **5.2.2 Response Team Activation Tree**

Response Team Leaders are responsible for alerting their respective Response Team Members. Response Team Leaders should use any means of communication to activate their individual Response Team.

### **5.2.3 Commercial Communications Not Available / Congested**

As experienced during recent disasters, commercial communications channels may not be available or may be extremely congested which will prevent making contact. Events leading to this condition will generally be widely known. In this event, all ARES members should immediately listen for instructions on the primary VHF repeater frequency.

If the impact is thought to directly impact Walton County and its supported agencies, response teams should immediately respond to their designated assembly points.

## **5.3 NOTIFICATION OF DISTRICT/SECTION EMERGENCY COORDINATORS**

As soon as practical, notify the DEC for Northeast Georgia of the activation and establish a liaison link to keep the DEC/SEC advised of the situation.

## **6. Release Information**

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