

Administration Walton County Georgia ARES Organization Structure

1. Introduction

Any organization must have an organizational structure and job descriptions to be effective. Guidance is provided in various publications from the American Radio Relay League (ARRL) dealing with the Amateur Radio Emergency Service (ARES); however, much is left to the discretion of the local Emergency Coordinator (EC).

This document defines the organizational structure implemented in the Walton County, Georgia ARES. It has been reviewed for National Incident Management System (NIMS) compliance. Span of control recommendations were considered and implemented as reasonable.

2. Responsibilities

The Emergency Coordinator is responsible for establishing the organizational structure of the local ARES group.

3. Related Publications

- None.

4. Guidelines

4.1. National Organization

4.2. Section Field Organization (Georgia)

- National Red Cross
- National Weather Service
- Department of Homeland Security
- Agencies with Memoranda of Understanding
- The American Radio Relay League, Inc.
- APCO
- National Communications System
- ARES Section Manager
- ARES Section Emergency Coordinator
- Georgia Office of Homeland Security
- Georgia Emergency Management Agency
- Georgia Public Broadcasting
- District Emergency Coordinators (8)
- Assistant SEC
- Other DEC Functions:
 - OHS/GEMA, National Weather Service, Digital Coordinator

- Salvation Army / SATERN
- MARS
- Salvation Army
- Local Organization

4.3. The Planning Committee

The Planning Committee is made up of the Emergency Coordinator (EC) and all Assistant Emergency Coordinators (AEC). In addition, Assistants to the Assistant Emergency Coordinators are encouraged to attend Planning Committee meetings to address their specific areas of responsibility.

- Walton County Emergency Coordinator
- Walton County Emergency Management
- Agencies with Memoranda of Understanding
- Walton County Red Cross Service Center

- Assistant Emergency Coordinators for:
 - Administration
 - Technology/Mobile Communication Facility/Logistics
 - Response Teams
 - Training/Newsletter Editor

- Other Local Functions:
 - SKYWARN & Net Manager
 - Webmaster
 - Assistant to AEC for Technology/Mobile Communications Facility/Logistics
 - Assistant to AEC for Training/Newsletter
 - Response Team Leader(s)
 - Walton County Local Emergency Planning Committee/Red Cross Liaison
 - Public Health/Walton Regional Medical Center Liaison
 - Walton County Sheriff Liaison

4.4. Local Organization Job Descriptions

4.4.1. Emergency Coordinator

4.4.1.1. RESPONSIBILITIES:

- 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.
- Manage and coordinate the training, organization and emergency participation of interested radio amateurs working in support of the community, agencies or functions designated by the Section Emergency Coordinator/Section Manager.

- Establish an emergency communications plan for the communities and agencies that will effectively utilize ARES members to cover the needs for tactical and formal welfare message traffic.
- Establish a viable working relationship with all federal, state, county, city, governmental and private agencies in Walton County Georgia, which might need the services of ARES during emergencies.
- Establish local communication networks to run on a regular basis and periodic testing of those networks by realistic drills.
- Establish an emergency traffic plan, with welfare traffic, utilizing the National Traffic System as one active component for traffic handling. Establish an operational liaison with local and section nets.
- In times of disaster, evaluate the communications needs of the Served Agencies and respond quickly to those needs through the allocations of ARES resources.
- 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, to ensure an efficient and effective Amateur Radio response.
- Work for growth in the Walton ARES program to make it stronger and a more valuable resource to Walton County and its communities.
- File regular reports as required.
- Track Planning Committee member participation in training events and contact members who have not maintained themselves as current in activities to determine their status (maximum elapsed time of 90 days).
- Appoint Assistant Emergency Coordinators (AEC) to assist in carrying out the aforementioned responsibilities.
- Submit requests for Official Emergency Station (OES) status for qualified stations/operators.
- Conduct periodic meetings of the Planning Committee.
- Conduct regular meetings of the ARES membership.
- Plan for and train a successor for the Emergency Coordinator position.

4.4.1.2. QUALIFICATIONS:

- Hold a minimum of a Technician or higher class Amateur Radio license.
- Be a full member in good standing of the American Radio Relay League (ARRL).
- Complete the ARRL Amateur Radio Emergency Communications Course Level I, or equivalent.
- Complete Federal Emergency Management Agency independent study courses IS-100, IS-200, IS-700 and IS-800.
- Ultimately complete the ARRL Amateur Radio Emergency Communications Course Level, II and III.

4.4.2. Assistant Emergency Coordinators

Assistant Emergency Coordinators (AEC) comprises the main body of the Planning Committee of Walton County ARES. Only AECs have voting privileges in the Planning Committee decisions.

All AECs are expected to:

- Attend meetings of the ARES Planning Committee,
- Appoint Assistant(s) as needed, with the consent of the EC
- Plan for and train a successor for their position.

Qualifications for AEC positions will be:

- Hold a minimum of a Technician or higher class Amateur Radio license.
- Complete the ARRL's Emergency Communications course EC001 or equivalent.
- Complete Federal Emergency Management Agency independent study courses IS-100, IS-200, and IS-700.
- Ultimately become a member in good standing of the American Radio Relay League (ARRL).
- Ultimately complete the ARRL Amateur Radio Emergency Communications Course Level II.

4.4.2.1. Assistant Emergency Coordinator for Administration

The following are the responsibilities of the AEC for Administration:

- Maintain ARES membership records.
- Prepare ARES membership cards for signing by the EC.
- Coordinate with AECs for Response Teams, and Training/Newsletter to integrate new members into the organization.
- Keep a database of special skills and equipment useful in emergencies.
- Maintain record files of agreements such as local Memorandums of Understanding (MOU), licenses, and other similar documents.
- Maintain an activation plan to notify members of emergencies and related requirements.
- Prepare press releases for activities and events when appropriate. Respond to press inquiries and direct as appropriate.
- Coordinate meeting locations for Planning Committee and general membership meetings.
- Keep minutes of all meetings.

4.4.2.2. Assistant Emergency Coordinator for Technology, Mobile Communications Facility/Logistics

- The following are the responsibilities of the AEC for Technology/Mobile Communications Facility/Logistics:

- Coordinate technology development and implementation within Walton County ARES.
- Prepare Standard Operating Procedures to define technology standards employed by Walton County ARES.
- Oversee maintenance of Walton County ARES owned equipment.
- Supervise others assigned to specific responsibilities in Technology, Mobile Communications Facility and Logistics.
- Inform EC of any developments related to the readiness of specialized communications systems employed by Walton County ARES.
- Maintain inventory of Walton County ARES, Inc. owned equipment.
- Maintain inventory of major equipment items ARES members possess to support deployments, i.e., generators, batteries and specialty antennas.
- Coordinate maintenance of these records with the AEC for Administration.
- Negotiate and manage Memoranda of Understanding with agencies and/or groups that provide communications resources for use by Walton County ARES during emergency operations.
- Assist and/or coordinate in restoration of communications resources such as repeaters and other common systems that fail during emergency operations.
- Routinely test systems available to Walton County ARES.
- Develop strategy for employing digital modes, such as Packet, APRS, PSK31 and related modes, in supporting Served Agencies.
- Perform those logistics duties defined in specific Operations Plans (OPLAN).
- Establish a two to three person team to assist in the duties of the position.

4.4.2.2.1. Assistant to AEC for Technology/Mobile Communications Facility/Logistics

- The following are the responsibilities of the Assistant for Mobile Communications Facility:
- Act as custodian of the Walton County ARES Mobile Communications Facility(s) (MCF).
- Arrange storage of MCF during periods of non-use.
- Develop an implementation plan for equipping the MCF to include power connections, radio equipment, antenna configurations, digital mode support and other related operational requirements for review and approval of the Planning Committee.
- Prepare a budget for supporting the MCF and submit to the AEC for Administration and Business Manager for inclusion in the annual budget.
- Maintain roster of authorized MCF drivers/haulers and those in possession of key sets.
- Provide/coordinate maintenance and maintain maintenance records for the facility(s) and power generating systems, developing a standard maintenance record format.

- Develop a training plan for drivers covering the hazards of handling the MCF and train personnel in driving and performing driver related maintenance.
- Develop Standard Operating Guidelines and a training plan for operations personnel to include contained antenna systems, radio equipment, computer systems, and power systems.
- In conjunction with the AEC for Training/Newsletter, provide training to drivers and operations personnel.
- Inform AEC for Response Teams of any developments related to the availability of the MCF for deployment.

4.4.2.3. Assistant Emergency Coordinator for Response Teams

The following are the responsibilities of the AEC for Response Teams:

- Coordinate with AECs for Administration, Technology/Mobile Communications Facility/Logistics and Training/Newsletter to integrate new members into the organization.
- Assign Walton County ARES members to the appropriate Response Teams.
- Recruit Response Team Leaders and their alternates and assist in recruiting members for the Response Teams in conjunction with the AEC for Recruiting and Retention.
- Track Response Team Leader participation in training events and contact members who have not maintained their currency in activities to determine their status (maximum elapsed time of 90 days).
- Develop strategies in conjunction with Response Team Leaders regarding the functioning of the Response Teams, addressing such matters as meetings, recall procedures, etc.
- Work with AEC for Training/Newsletter to develop training specific for Response Teams.
- Distribute materials and information to Response Team Leaders and bring concerns from Response Team Leaders to the Planning Committee.
- Actively engage in recruitment of new members for Walton County ARES through participation in various gatherings of amateur radio operators where amateurs from Walton County might be attending. Making presentations, amateur radio training classes, establishing information kiosks/booths at hamfests and other activities.
- Actively contact members who have become inactive in Walton County ARES to encourage their participation and determine why participation has not been such to keep them active.
- Report to the Planning Committee reasons identified that corrective action might be taken to encourage continued participation in Walton County ARES.
- Work with the AEC for Response Teams for targeted recruiting of members for priority Response Teams.

- Solicit support from other Walton County ARES members in the conduct of recruiting and retention activities.

4.4.2.3.1. ARES Response Team Leader (and Alternates)

- Serve as focal point for an ARES Response Team.
- Track Response Team member participation in training events and contact members who have not remained involve in activities to determine their status (maximum elapsed time of 90 days).
- Recruit an ARES Response Team to support a 24-hour schedule, coordinating with the AEC for Response Teams.
- Work with the on-site Incident Commander or his/her designated representative of supported location to coordinate activities.
- Designate Alternate Shift Leader, one per shift, to serve as liaison with the Incident Commander or his/her designated representative of the Supported Agency during their shifts.
- Schedule Response Team members' work schedules and breaks.
- Establish and maintain a log of Response Team activity during the operation.
- Coordinate with Logistics Coordinator for re-supply requirements.
- Keep the Planning Committee advised of issues during the operation.
- In conjunction with the AECs for Response Teams and Training/Newsletter, provide training to Response Team members within their team.
- Plan for and train a successor for the position.

QUALIFICATIONS:

- Hold a minimum of a Technician or higher class Amateur Radio license.
- Complete the Walton County ARES Basic Certification.
- Complete the Walton County ARES Response Team Leader Training.
- Desired to be a member in good standing of the American Radio Relay League (ARRL).
- Desired to have completed the ARRL Amateur Radio Emergency Communications Course Level I.

4.4.2.4. Assistant Emergency Coordinator for Training/Newsletter

The following are the responsibilities of the AEC for Training/Newsletter:

- Prepare a training plan to provide ARES membership with the basic skills required to carry out the ARES mission.
- Coordinate with AECs for Administration, and Response Teams to integrate new members into the organization.
- Prepare and conduct training, in coordination with other Planning Committee members, as required.

- Encourage ARES members to avail themselves of available training opportunities.
- Conduct and/or arrange a training segment for each ARES general membership meeting.
- Assist AEC's responsible for plans to develop training programs in support of their respective plans.
- Lead the Planning Committee in developing a plan for the annual Simulated Emergency Test (SET) conducted each October.
- Forward training completion information to the AEC for Administration for entry into membership records.
- Recruit an assistant to assist in the duties of the position to include the publication of an official newsletter.

4.4.2.5. SKYWARN Coordination and Net Manager

The following are the responsibilities of the SKYWARN and Net Manager:

- Serve as Net Manager for regularly conducted ARES nets, recruiting Net Control Stations and alternates. Notify Net Control Stations of rotation schedule for acting as Net Control Station.
- Establish Standard Operating Procedures for ARES Net Operations following ARRL National Traffic System (NTS) procedures.
- Recruit and recommend member stations to serve as Official Emergency Stations (OES) to the EC.
- Establish and maintain liaison with the ARRL Section representative for the National Weather Service (NWS) office serving Walton County.
- Include Walton County ARES in exercises conducted by the National Weather Service such as the Severe Weather Awareness Week drill.
- Draft support plans and Standard Operating Procedures in support of NWS SKYWARN requirements for review and approval by the Planning Committee.
- In the event of a request by NWS, activate the SKYWARN net.
- Maintain net participation statistics and report at the end of each quarter to the Planning Committee and ARES general membership.
- Inform EC of any developments related to net operations or NWS activities.

4.4.2.6 Webmaster

The following are the responsibilities of the webmaster:

- Maintain and enhance the Walton County Amateur Radio Emergency Service (ARES) website to provide the widest dissemination of information.
- Post the content of Operation Plans (OP PLAN) and Standard Operation Procedures (SOP).
- Post the Walton County ARES Organization leadership with email link.

- Post the schedule of meeting dates and location.
- Post the schedule of Net Control Stations.
- Post links suggested by ARES members that may be helpful with enhancing ARES capability.

4.4.3. Liaisons

A number of functions require designated liaisons to coordinate activities between organizations. While liaisons are expected to attend Planning Committee meetings, they are not voting members of the committee and are not members of the Board of Directors for Walton County ARES.

The following liaisons have been established for coordination purposes:

4.4.3.1. Liaison for the Walton County Local Emergency Planning Committee (LEPC)/ Red Cross

The following are the responsibilities of the Liaison to the Walton County LEPC and the Red Cross Service Center:

- Represent the Walton County ARES/Walton County Emergency Radio Club as an official member of the Walton County Local Emergency Planning Committee.
- Establish and maintain liaison with the senior communications representative for the Walton County Red Cross Service Center.
- Working with the Walton EC, develop and maintain a Memorandum of Understanding (MOU) with the Walton County Red Cross Service Center.
- Meet periodically with Supported Agency leaders to review plans that involve Walton County ARES.
- Discuss mutual areas of interest and how ARES can augment the Supported Agency's own communications.
- Draft support plans in support of the Walton County Red Cross Service Center's communications requirements for review and approval by the Planning Committee.
- Prepare Standard Operating Procedures to support approved support plans.
- Work to include Walton County ARES participation in exercises and other events conducted by the Walton County LEPC and/or the Red Cross Service Center.
- Inform EC and Planning Committee of any developments related to the Walton County Red Cross Service Center.
- Maintain records of meetings and conversations with Walton County Emergency Management.

4.4.3.2. Liaison for Public Health/Walton Regional Medical Center

The following are the responsibilities of the AEC for Public Health:

- Establish and maintain liaison with the disaster planning representatives for the Walton County Health Department.
- Work with the Walton County EC, develop and maintain Memoranda of Understanding (MOU) with Walton Regional Medical Center.
- Meet periodically with Supported Agency leaders, including respective assigned
- Response Team Leaders, to review plans that involve Walton County ARES. Discuss mutual areas of interest and how ARES can augment the Supported Agency's own communications.
- Draft support plans in support of the Walton County Health Department and Walton Regional Medical Center with which MOU's have been established for review and approval by the Planning Committee.
- Prepare Standard Operating Procedures to support approved plans.
- Work to include Walton County ARES participation in exercises and other events conducted by the Supported Agencies.
- Inform EC of any developments related to the Supported Agencies.
- Maintain records of meetings and conversations with Supported Agencies.

4.4.3.3. Liaison to the Walton County Sheriff's Office

The following are the responsibilities of the Liaison to the Walton County Sheriff's office:

- **(TBD)**

6. Release Information

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Reviewed for NIMS compliance.