

Administration Response Team Organization

1. Introduction

This document outlines the organization and structure of ARES Response Teams. These teams are created to provide qualified amateur radio operators supporting served agencies within a geographic area or a specific facility such as a hospital or emergency communications facility.

2. Responsibilities

The Assistant Emergency Coordinator for Response Teams is responsible for maintaining this procedure and for coordinating the execution of these instructions.

3. Related Publications

- ADM 06-04 Walton County Georgia ARES Organizational Structure
- ADM 06-05 New Member Assimilation
- LOG 1-2 Alerting and Activation
- LOG 1-3 Support Assignment Process
- LOG 3-1 Facility Survey

5. Guidelines

5.1. TEAM LEADERSHIP

The AEC for Response Teams shall appoint Response Team Leaders to recruit, organize and train team members. Response Team Leaders should select an alternate to assume the responsibilities of the team in the event that the Team Leader is unavailable. Team Leaders and/or their alternates should attend all Response Team meetings scheduled by the AEC for Response Teams.

5.2. SERVICE AREAS

Response teams will be organized to support either a geographic area (zones) or a specific facility, such as a hospital, shelter or Emergency Operations Center. Although teams will be designated as the primary ARES support for a particular zone or facility, conditions may dictate that resources be assigned to other locations to provide the necessary level of support and staffing. All active Walton County ARES members will be assigned to a Response Team based on their home location, area of interest, or specific skills they possess.

5.2.1. ZONE TEAMS

Zone Teams shall be organized to serve a specific geographic area. The initial Zone Teams may serve a larger area until the number of teams increase. The primary location for each zone shall be a Walton County Fire Station located within the zone. The team may operate from the designated Fire Station, but may be called upon to open, relocate and operate from one or more additional locations within the zone, once those facilities become available. Examples of other locations can be schools, churches, parks, libraries or any facility which may serve as a shelter or a nearby location to an event.

5.2.2. FACILITY TEAMS

Facility Teams may be organized to support specific facilities such as hospitals, shelters, Red Cross service center, E-911 Center, Incident Command Center or Emergency Operations Centers.

5.3. RESOURCES AND CAPABILITIES

Response Teams shall develop and maintain communications capabilities in as many modes as possible to provide reliable communications in the event of an emergency. Whenever possible, teams should develop and maintain communications capabilities and the necessary equipment for operation on HF, VHF and UHF frequencies. Modes supported may include voice, CW, Packet, PSK31 and other appropriate digital modes.

5.4. TRAINING

Response Team leadership and all team members should, at a minimum, complete the Walton County Basic Skills Test. Once completed, an official picture ID for Walton County ARES will be issued to the team member.

Other desirable training includes the ARRL Emergency Communications Courses (EC-001, EC-002, and EC-003) and courses of the Red Cross. Training and experience on different communications modes may be gained through team activities and exercises.

Team Leaders should conduct periodic exercises to simulate emergency deployment, setup, and message handling and communications skills.

5.5. RECORD KEEPING

Each Team Leader should maintain information on their Response Team. Information should include name, address, all telephone numbers, training completed and modes of operation. The information should be recorded on the form in Appendix A of this document. A copy of the most current team information should be provided to the AEC for Response Teams at all times.

5.6. SITE SURVEYS

Each Response Team should conduct a pre-activation site survey of the principal Fire Station and any known locations within the zone where the team may be deployed to ensure preparedness and familiarity with sites. Examples of other potential locations include schools, churches, libraries, parks and medical facilities. The procedure and forms for the site surveys are contained in the document, Facility Survey (LOG 3-1), of the Walton ARES standard operating procedures. Post-activation surveys should be conducted when deploying to a location to obtain current information applicable to the specific event.

5.7. ACTIVATION

In the event of an emergency, Response Teams will be activated according to the procedure outlined in LOG 1-2, Alerting and Activation. Response Team Leaders should familiarize all team members with this procedure. Alternate plans and predetermined meeting locations should be developed for use in the event of failure of normal communications.

6. Release Information

David E. Rudd, AI4JI, Walton County, Georgia Emergency Coordinator, is the author of this document. The date of publication for this document is January 8, 2006.

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Reviewed for NIMS compliance.

Appendix A Response Team Information Form

Response Team: _____

Address: _____

| Team Leader | | Alternate Team Leader | |
|--------------------|-----|------------------------------|-----|
| Name | | Name | |
| Callsign | | Callsign | |
| Address | | Address | |
| City | | City | |
| State | Zip | State | Zip |
| Home Phone | | Home Phone | |
| Cell Phone | | Cell Phone | |
| E-Mail | | E-Mail | |
| Other | | Other | |

| Response Team Member | | Response Team Member | |
|-----------------------------|-----|-----------------------------|-----|
| Name | | Name | |
| Callsign | | Callsign | |
| Address | | Address | |
| City | | City | |
| State | Zip | State | Zip |
| Home Phone | | Home Phone | |
| Cell Phone | | Cell Phone | |
| E-Mail | | E-Mail | |
| Other | | Other | |

| Response Team Member | | Response Team Member | |
|-----------------------------|-----|-----------------------------|-----|
| Name | | Name | |
| Callsign | | Callsign | |
| Address | | Address | |
| City | | City | |
| State | Zip | State | Zip |
| Home Phone | | Home Phone | |
| Cell Phone | | Cell Phone | |
| E-Mail | | E-Mail | |
| Other | | Other | |