

# **EMERGENCY COMMUNICATIONS PLAN Santa Rosa County ARES**



**2019**

## Table of Contents

<b>Purpose</b> .....	<b>3</b>
<b>Administration and Organization</b> .....	<b>3</b>
ARRL ARES Leadership and Organizational Structure .....	3
Santa Rosa County ARES Leadership and Organizational Structure .....	4
Chain of Command: Santa Rosa County ARES Group .....	4
Santa Rosa County Emergency Management Agency .....	4
Emergency Coordinator .....	5
Assistant Emergency Coordinators .....	5
Deployed ARES Teams .....	6
ARES Operators .....	6
Santa Rosa County ARES Membership .....	6
Rules of Conduct .....	7
Certification .....	8
ARES Badges .....	8
<b>Operations</b> .....	<b>8</b>
Activation .....	8
Served Agencies .....	9
Status Levels .....	9
Activation Methods .....	10
Logging .....	10
Radio Net Operations .....	10
Weekly Training Radio Net .....	10
HF Nets .....	11
Health & Welfare Traffic .....	11
Message Traffic .....	11
Radio Net Protocol During Activation .....	11
Frequencies .....	12
<b>Appendix A: Glossary</b> .....	<b>13</b>
<b>Appendix B: Deployed Teams</b> .....	<b>14</b>
Pre-deployment activities .....	14
Deployment .....	14
Shelter Activation .....	14
Shelter De-activation .....	15
<b>Appendix C: Shelters</b> .....	<b>16</b>
<b>Appendix D: Repeaters</b> .....	<b>17</b>
<b>Appendix E: Internet Links</b> .....	<b>18</b>
<b>Appendix F: Santa Rosa County ARES Emergency Coordinator</b> .....	<b>19</b>

## Purpose

The purpose of this document is to establish a clear and effective operating methodology for the Amateur Radio Emergency Service in Santa Rosa County. It aligns operations of Santa Rosa County ARES with Escambia, Okaloosa, and Walton counties under the Western Panhandle District of the Northern Florida Section of ARRL ARES.

There are a number of hazards, both natural and man-made, that could impact Santa Rosa County. This Emergency Communications Plan has been specifically written towards those hazards that can disrupt communications. As such, the information presented in this document will therefore focus around preparation, response, and relief for full-scale response operations. However, this plan can also be used in the event of less impactful threats. Since situations tend to develop and change rapidly, this plan should not be considered a concrete set of rules, but guidelines to be adapted to best fit the situations encountered.

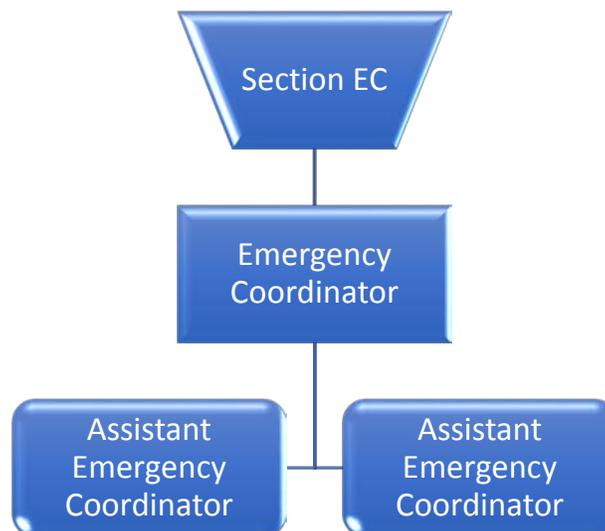
This document incorporates information from, but not limited to, the Santa Rosa County Comprehensive Emergency Management Plan (CEMP), the Amateur Radio Emergency Service (ARES) Manual, and the Northern Florida ARES Communications Plan (NFCP). Internet addresses for these documents are found in Appendix E.

## Administration and Organization

ARES administration and organization will generally fall under one of two situations. The first is being asked to deploy a team by the DEC on a request from the State EC. The second, more commonly for SRC ARES, will be activation by the SRC DEM.

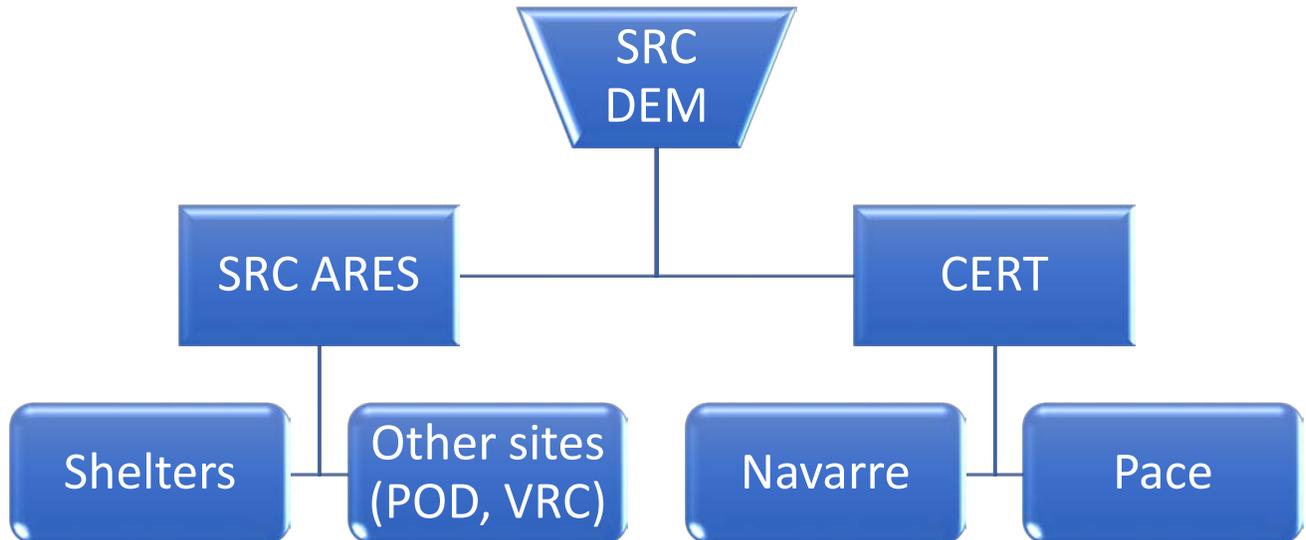
### *ARRL ARES Leadership and Organizational Structure*

ARES is part of the American Radio Relay League, the ARRL, and as such, all ARES officials are field officials of the ARRL. The ARES chain of command goes something like this:



## ***Santa Rosa County ARES Leadership and Organizational Structure***

During a typical activation or potential activation, the County EC will direct all amateur radio communications from the EMA to the appropriate deployed team(s).



### ***Chain of Command: Santa Rosa County ARES Group***

#### **Santa Rosa County Emergency Management Agency**

When ARES members operate in support of government agencies or government-managed emergency operations, the federally mandated National Incident Management System (NIMS) requires that each member have only one supervisor. This concept is known as *Unity of Command* and is required for organizations to be NIMS-compliant.

Therefore, when operating in support of Santa Rosa County government operations, the EC shall report directly to the Logistics Chief. Other Santa Rosa ARES radio operators will report to the EC. These operators might be deployed at evacuation shelters or another area, such as a Point of Distribution (POD) or Volunteer Reception Center (VRC).

Should the EC be unavailable, an AEC or other operator will be designated as the interface between Santa Rosa County DEM and Santa Rosa ARES radio operators.

Other internal ARES organizational and administrative matters are addressed more completely in the North Florida Section Emergency Communications Plan (NFSECP), available online.

## **Emergency Coordinator**

The EC is the chief Amateur Radio Emergency Communications official for the county. When the Santa Rosa County ARES group is not activated by the local EMA, he or she is directly responsible to the SRC DEM. The EC serves at the pleasure of the local EMA (SRC DEM), SEC or ARRL SM, with first priority being to the local EMA. If the EC is asked to activate by the local EMA, he will report the activation up the ARRL chain of command to the SEC. Likewise, if the EC is asked to activate by the SEC, he will report the activation to the local EMA.

Since the EC for the Santa Rosa County ARES group is in charge of ARES operations in Santa Rosa County, all ARES operators in the county report to him. He is ultimately responsible for the planning, training and operations of his ARES group members.

The EC should be aware of their duties as spelled out on the ARRL website and publications, plus duties assigned by the chain of command (both local and ARES). The EC shall submit a report of the previous month's ARES activities to his DEC to be forwarded to the SEC by the 5th day of the following month.

At a minimum, the EC should:

- Meet with the local served agency leadership and develop a working relationship. The EC should explain how amateur radio operators can and will assist in providing radio communications when all else fails. Radio communications encompasses all types of radios from amateur, CB, state, county, ARC and GMRS to get messages delivered.
- Be humble and only offer a solution to assist the served agencies, being careful not to over-sell the resources he has available.
- Review the Santa Rosa County Emergency Communications Plan each year to update information and, if needed, submit an updated Plan to the EMA and SEC no later than June 1<sup>st</sup> of each year.
- Immediately contact the SEC for additional manpower if the communication needs exceed available resources.
- Appoint assistants to help in the ARES operation for the county. The EC may appoint as many AECs as needed.
- Check email at least once a day and forward any email sent by ARRL or NFL ARES to SRC ARES members if requested.
- Should be a member of the ARRL ARES database, "ARES CONNECT", and thus will have access to his or her own and his or her member's information.
- Maintain a file of qualifications of all SRCARES members.

## **Assistant Emergency Coordinators**

Assistant Emergency Coordinators (AECs) are appointed by the county EC. They are assigned specific support roles within the organization.

## **Deployed ARES Teams**

Deployed ARES teams are two or more individuals who keep the lines of communications running between the field and the EOC. For Santa Rosa County, the term “Deployed Teams” will typically refer to those teams operating at evacuation shelters or another deployed asset that needs communications support. See Appendix B for further information on Deployed ARES Teams.

## ***ARES Operators***

The Amateur Radio Emergency Service (ARES) consists of licensed amateurs who have voluntarily registered their qualifications and equipment for communications duty in the public service when disaster strikes. Every licensed amateur, regardless of membership in ARRL or any other local or national organization or club is eligible to apply for membership in the ARES. Some training is required participate fully in ARES. Because ARES is an Amateur Radio service, only licensed radio amateurs are eligible for membership. The possession of emergency-powered equipment is desirable but is not a requirement for membership.

ARES operators serve their community in times of great need. They work long hours in conditions that are often stressful and unpleasant, with little sleep. Usually, their only reward is the knowledge of the good they have done for their community, and a few kind words. ARES operators are amateur radio operators of the highest caliber, professionalism, and dedication to their community.

## **Santa Rosa County ARES Membership**

Santa Rosa County ARES is open to any licensed Amateur Radio operator who desires to provide communications support for Santa Rosa County. Registration for Santa Rosa ARES is accomplished by filling out an “ARES Registration” form obtained from the EC or from the ARRL. Once registered, the EC will contact the applicant with further information about SRC ARES. Prospective members must comply with the Rules of Conduct and the required certifications (both below).

## **Qualifications for Membership in ARES**

All participants shall have a valid Amateur Radio license issued by the Federal Communications Commission. All participants must have a serious interest in providing volunteer radio communications support in an emergency. All participants shall have an interest in self-improvement and maintaining standards for excellent community service. Previously, participation in ARES was open to all interested Amateur Radio operators. The only requirements were a valid FCC license and an interest in serving. There were no requirements for ARES participants to be trained and no skill sets were specified. In contrast, many of the partner agencies that ARES serves have mandated and structured training programs where all participants receive the same training and, when deployed, would be qualified to assume any position they were assigned to. Therefore,

changes have been made to resolve this issue identified by our partners about the inconsistent training required of ARES participants. Under this policy, a national standard for qualification in ARES is instituted to address the needs of our partners. Training is expected to be phased in over time and will be required for all ARES participants. Such training will be measurable and recognized across a broad spectrum of the country by served partners. Three levels of training will allow ARES participants to enter the program and migrate to higher levels of qualification and service.

- Level 1 — This is the entry level for those new to Amateur Radio or emergency communications. This introductory training is conducted by the local ARES group to meet their needs and those of their served agency or partners. This training could be formal or informal and would introduce the ARES participant to the fundamentals of emergency communications and provide instruction on how participants are to conduct themselves while deployed.
- Level 2 — To qualify for this level, participants shall have completed the following courses: ARRL's EC-001 Introduction to Amateur Radio Emergency Communications (or current equivalent) and FEMA IS-100, IS-200, IS 700, and IS-800. Participants are also encouraged to take advantage of training opportunities available through partners to enhance their knowledge and skill set.
- Level 3 — This level of training prepares ARES participants to take on leadership positions such as EC, ADEC, DEC, ASEC, and SEC, and other designated positions in the ARES program. Participants are required to complete ARRL's EC-016, Emergency Communications for Management, along with FEMA courses IS-300, and IS-400.

Participants are strongly encouraged to complete the FEMA Leadership Development series of courses IS-120, IS-230, IS-240, IS-241, IS-242, IS-244, and IS-288. Completion of all training programs will be verified by the participant's Emergency Coordinator (EC) before the participant advances to the higher level. Those individuals holding leadership positions as the new program is introduced will be allowed one (1) year to complete the necessary training to meet qualifications for Level 3. Training requirements for ECs, DEC, and their assistants will be verified by their SEC or the SEC's designated individual. In the case where the local community may have limited classroom study programs for IS-300 and IS-400, the SM may grant additional completion time to accommodate a community's extended training schedule or authorize the seven FEMA Leadership Developments Courses as an alternate study program

Regular training sessions should be held to assist interested operators in attaining their certifications. **NOTE**...Prospective ARES members are approved by the EC after attaining at least Level 1 in the North Florida Section ARES Task List.

## Rules of Conduct

While courtesy is encouraged at all times for all amateur radio operators, it is absolutely vital during emergency operations. While the general public is not our intended audience, many non-hams listen through other means (scanners, etc). Our audience extends **far** beyond the confines of our radios. Keeping that in mind:

- Professional conduct shall be maintained at all times both on and off the air while serving in an ARES capacity.

- Confidential information should never be passed over the air. If there is any doubt about the confidentiality of information, contact net control (via an alternative means if possible) and inquire further.
- Always keep net control advised of your status.
- During emergency nets, stress builds quickly. If any personal conflicts arise which interfere with ARES operations, conflicting individuals will be removed with prejudice from their positions until such time as the conflicts are resolved. The SRC ARES EC will have complete jurisdiction in these situations.
- ***At NO time during operations will any station be operated under the influence of drugs or alcohol (or any other mind-altering substances).***

## **Certification**

NIMS stands for the National Incident Management System. NIMS is a **FEDERALLY- MANDATED** training system that enables disparate agencies or individuals with little or no common background to operate on the same emergency scene in close conjunction with little notice or mutual training. It is designed to maintain interoperability before, during and after large events - like hurricanes.

ARES operators who wish to operate at the EOC, an evacuation shelter, or deploy as an extension of local, state, or federal government Emergency Management, **shall be certified as required by North Florida ARES**. These requirements are passed down from the SEC.

## **ARES Badges**

ARES Badges serve two purposes: First, they serve to identify ARES operators as emergency volunteers. Secondly, they are keys to the door of the Santa Rosa EOC.

Santa Rosa County EOC badges will be issued to those ARES operators who have been certified by the EC. Shelter operators can expect to be asked to have their badges available at shelter locations. Operators are required to keep their issued badges secure when issued. Should a badge be lost or stolen, report the loss or theft immediately to the SRC ARES EC, since a stolen badge may allow access to secured areas by unauthorized persons.

## **Operations**

The mandate of ARES is to operate in support of any emergency operation that requires timely, accurate and failsafe communications. As outlined in the Purpose Statement, for Santa Rosa County this typically means operations during emergency situations.

### ***Activation***

SRC ARES will normally be activated by the Division of Emergency Management. However, SRC ARES could be activated independently through an ARRL official by request of a served agency. Generally, ARES members will have advance notification of activations, but not always. In either case, members are asked to respond when called as soon as practically possible to activations, since ARES is activated for situations in which life and property depend on constant and reliable communications.

## Served Agencies

ARES operators are ***NOT*** first responders, nor does ARES operate in a vacuum. So, they almost always provide communications in support of another group – the local Emergency Management, American Red Cross, FEMA, or SKYWARN, to name a few. These groups are called *Served Agencies*.

The main served agency for SRCARES is the Santa Rosa County Division of Emergency Management (SRCDEM). While we are always open to opportunities to serve in as many capacities as we can, our **primary** working relationship is currently with and for SRCDEM.

## Status Levels

No Alert is the normal situation for ham radio communications. This means that no state of alert or emergency exists. When a disaster threatens or strikes the area, the EC (and/or DEC), in collaboration with SRCDEM, may declare any of three levels of alert in SRCARES. These status levels are passed down from the NFSECP. Operators are strongly encouraged to review the NFSECP for further information.

- **Level III – Monitoring Phase:** This level will serve to notify ARES operators that their services may be needed on short notice any time in the next 24-72 hours.
- **Level II – Partial Activation:** This is descriptive of operational status. This phase will activate the formal SRCARES radio net. “Go-kits” for shelters will be inspected and on stand-by for issue. The EC will call for either partial or full staffing of the EOC radio room and may include manning of evacuation shelters.
- **Level I – Full-scale Activation:** This level will include manning of evacuation shelters, and tight control of radio nets. Once SRCARES goes to this level, the DEC will be notified by the EC.
- **Stand-Down Phase:** This level may be for specified area/stations or for the entire county. The decision for this level will be made by the EC in collaboration with the SRCDEM.

## **Activation Methods**

For an EOC activation the Santa Rosa County ARES EC will be notified by the SRC DEM. The Santa Rosa County ARES EC will generally utilize Santa Rosa County's Everbridge notification system to activate ARES. Everbridge is essentially a highly efficient automated phone dialer / message delivery service. It is vital that ARES operators keep their contact information up to date. The EC may also choose to activate members via telephone or radio.

If the possibility of activation occurs, SRC ARES members should monitor e-mail and the EOC repeater, 146.70(-), as well as local news media, for further developments.

Upon activation, ARES operators should contact the EC as soon as possible, by any means possible to receive operating instructions, pre-incident briefings, and any further instructions.

### ***Logging***

Logging radio traffic provides a clear picture of the event during after-action meetings. Therefore, ALL radio traffic will be logged using the ICS-309 form. This radio log will be turned over to the EC at the end of the event for evaluation and "lessons learned"

### ***Radio Net Operations***

ARES Radio Nets are the backbone of communication during emergencies. The Net Control Station (NCS) supervises and routes radio traffic during emergencies, allowing the smooth and orderly flow of information. Sometimes these are formal nets, where check-ins are taken, and formal traffic is passed between stations. More often, ARES Nets are simply directed nets, using tactical call-signs to delineate who is where. In any case, an active ARES Net is an emergency net, and takes precedence over all other traffic.

Santa Rosa ARES nets will operate primarily utilizing VHF frequencies. When the EOC is staffed, the operators at the EOC shall function as Net Control.

## **Weekly Training Radio Net**

The Santa Rosa County ARES group should hold a directed weekly radio net on the 146.700(-) repeater. This will enable all county ARES members to test their equipment for proper operation. If possible, the radio equipment at the EOC (radio room and "go-kits") will be exercised at this time.

The EC will be responsible for designating a net control station for each weekly session. The net control station should be rotated among the county ARES members to provide all members the opportunity for training in how to run a formal directed net.

## HF Nets

HF nets are managed at the District and Section levels, and therefore should require little to no action from local Santa Rosa County operators. The radio room at the EOC is HF-capable and will be the central monitoring point for the county.

**NOTE:** Any HF-capable station is strongly encouraged to monitor calling frequencies and traffic nets, and to stand ready to offer assistance should traffic relay requests go unanswered. In the absence of a functioning net, all HF operators are encouraged to relay priority and emergency traffic to the best of their ability.

## Health & Welfare Traffic

In an emergency situation, many nets, including the Santa Rosa ARES net, will not carry Health and Welfare traffic until the incident has terminated. Such traffic should be recorded as opportunity allows and relayed after the incident has terminated, at the first possible opportunity.

## Message Traffic

There are two main message forms that ARES operators should become very familiar with. These are the National Traffic System standard ARRL RADIOGRAM message format and the NIMS FS-213. While they are similar in purpose, they remain different in structure. SRC ARES operators should understand that the messages to and from the EOC will be in the NIMS FS-213 format. It is critical that these messages are not modified in any way but transmitted as it was received.

Additional guidance on message traffic can be found in the NFSECP.

## *Radio Net Protocol During Activation*

- **How to Check In:** Give your call-sign, and location. If your location has been assigned a tactical call-sign, use it in accordance with FCC rules. When checking into an ARES net, be as exact with your location as possible, so there is no confusion or doubt.
- **Indicating Traffic:** If you have traffic to pass, indicate the number of messages you have when you check in.
- **Keep it simple:** When transmitting on the net, keep your conversation simple, straight, and to the point. Leave out any extra information unless it is absolutely necessary to help clarify your message.
- **Checking Out:** When you wish to secure your station, report to the net controller and they will grant permission unless your assistance is immediately vital. If you are going to step away from the radio, please report that you are doing so and check back in when you return to your operating position.

- **Tactical Call signs:** Operation positions generally change hands during an emergency situation of any length. To simplify things, ARES operators should use tactical call signs as they are assigned by Net Control. Consistency and speed of communication are the goals (at 3:30 in the morning, nobody will remember who's staffing what shelter). Operators still have to comply with FCC regulations regarding transmission of their own call sign. Examples of tactical call signs are a specific shelter location.

## *Frequencies*

The K4SRC repeater (146.700 MHz, minus offset, 100 Hz pl tone) is the primary repeater system that will be used for the Santa Rosa County ARES net. In the event that this repeater is unavailable, the W4VIY repeater (145.490 MHz, minus offset, 100 Hz pl tone) will be the backup.

Please see Appendix D, Local Repeaters for a more complete list of local repeaters.

## **Appendix A: Glossary**

**AEC** – Assistant Emergency Coordinator

**ARES** – Amateur Radio Emergency Service

**ARRL** – American Radio Relay League

**CERT** – Community Emergency Response Team

**DEC** – District Emergency Coordinator

**EC** – Emergency Coordinator, usually in reference to the ARES field official.

**EMA** – Emergency Management Agency

**EOC** – Emergency Operations Center

**FCC** – Federal Communications Commission

**FEMA** – Federal Emergency Management Agency

**NCS** – Net Control Station

**NFAREC** – North Florida Amateur Radio Emergency Communications

**NFSECP** – North Florida Section Emergency Communications Plan

**NIMS** – National Incident Management System

**SEC** – Section Emergency Coordinator

**SM** – Section Manager

**SRC ARES** – Santa Rosa County ARES

**SRC DEM** – Santa Rosa County Division of Emergency Management

## **Appendix B: Deployed Teams**

Self-supporting mobile teams have been a staple of ARES operations for many years. Deployment teams can go quickly to locations to help in ARES operations. While they are not “first responders” per se, they are often the first **communications** responders where no local Amateurs are available.

For Santa Rosa County ARES, one of our main responsibilities is to provide communications capability for the evacuation shelters during activation. To do this, a number of “go- kits” have been developed for use at the various shelters. This appendix is directed towards this type of deployment.

### ***Pre-deployment activities***

Before manning a shelter, SRC ARES members should have completed the following:

- SRC ARES members should have completed all of their certifications.
- SRC ARES members who will man the shelters (or think they MIGHT man a shelter) must have a completed background investigation on file, per the County CEMP
- SRC ARES members who will require access to the EOC must obtain ARES badges

Other items that should be checked:

- “Go-Kits” should be tested at least monthly
- A listing of which members will be stationed where should be maintained by the EC.
- SRC ARES members who will man shelters should be familiar with the shelter location (i.e. where the radio room is, space for antennas, etc.)

### ***Deployment***

#### **Shelter Activation**

When a shelter is activated, the SRC ARES members assigned to that shelter will be notified and requested to deploy. The EC will designate one individual as the team leader. The team leader will respond to the EOC for a briefing by the EC. After the leader is fully briefed and has picked up his “go-kit”, he will depart for the assigned shelter as quickly as possible.

Upon arrival at the shelter, the team should:

- Meet with the senior volunteer on site and advise that person that the team will be their communications support.

- Set up the station on commercial and/or emergency power.
- Test out emergency power capabilities to ensure it works.
- Verify that the station will communicate with the primary and back-up repeater system
- Check in with the County ARES net on the primary repeater and maintain radio contact with the EOC and other ARES stations as required.

### **Shelter De-activation**

ARES operators will be notified that the shelter is being de-activated. This may come via message traffic from the EOC, or by shelter staff.

If notification is from the EOC, operators will be advised when to secure their station. If notification is from the shelter staff, ARES operators will notify the EOC. At no time will the shelter ARES operators secure their station without authorization from the EOC/ARES.

After receiving authorization to secure the station, ensure all equipment is repacked into the "Go-Kit". Return the operational area in the shelter to how it was upon arrival. Return the "Go-Kit" to the EOC.

## Appendix C: Shelters

The following list is taken the Santa Rosa County Comprehensive Emergency Management Plan (CEMP).

Not all shelters may be opened immediately. Assignment for shelters will be announced with as much notice as possible prior to a shelter opening.

Shelter Name	Address	Capacity Risk	Special Needs? Y/N	Showers? Y/N
Milton Community Center	5629 Byrom Street Milton, FL	352	May serve as dual shelter	Y
Avalon Middle School (Pet Friendly)	5445 King Arthur's Way Milton, FL	1785	N	Y
S.S. Dixon Intermediate School	5540 Education Drive Pace, FL	1873	N	Y
Sims Middle School	5500 Education Drive Pace, FL	704	Y (alt)	Y
Bennett Russel Elementary	3740 Excalibur Way Milton, FL	125	Y (prim)	Y
Jay High School	3741 School St, Jay, FL 32565	883	N	Y

## Appendix D: Repeaters

This section is intended to provide a quick-reference section for local repeaters. Data may not be current and should be verified at least annually. Keep in mind that in a disaster, many repeaters may be unavailable.

Repeater	Frequency / Offset	Tone	Emergency Power	Served Area
K4SRC	146.700 (-)	100.0 Hz	Y	Santa Rosa County
W4VIY	145.490 (-)	100.0 Hz	Y	Santa Rosa County
KI4WZA	147.330		Y	Santa Rosa County D-Star Port "C"
KI4WZA	444.925		Y	Santa Rosa County D-Star Port "B"
W4ZBB	146.790 (-)	100.0 Hz	No	FWB, Navarre, Destin, Eglin Range
W4AAZ	147.360(+)	100.0 Hz	Y	Crestview, FWB, Baker Eglin Range, Niceville, Navarre
K4FWB	145.130			Okaloosa County D-Star Port "C"
K4FWB	446.000			Okaloosa County D-Star Port "B"
W4UC	146.760(-)	100.0 Hz	Y	Pensacola, S. Escambia County
WF4X	147.285(+)	100.0 Hz	Y	Defuniak Springs, Freeport, N. Walton County
W8EHH	444.200 (+)	100.0 Hz	Y	Navarre
	444.725(+)	100.0 Hz	Y	Milton SAR
KC4YBZ	444.900(+)	100.0 Hz	Y	Crestview SAR

## Appendix E: Internet Links

- ARES Manual: <http://arrl-nfl.org/wp-content/uploads/2019/07/ARES-Plan-rev-01-30-19.pdf>
- Amateur Radio Relay League: <https://www.arrl.org>
- Santa Rosa County Comprehensive Emergency Management Plan (CEMP): <https://www.santarosa.fl.gov/329/Comprehensive-Emergency-Management-Plan->
- Northern Florida ARES website: <http://arrl-nfl.org/>
- Northern Florida AREA Communications Plan: <http://arrl-nfl.org/wp-content/uploads/2016/03/NFL-Section-Comm-Plan-FINAL-May-1-2016.pdf>
- NIMS Training: <https://training.fema.gov/nims/>

## **Appendix F: Santa Rosa County ARES Emergency Coordinator**

The Santa Rosa County Amateur Radio Emergency Service (ARES®) Emergency Coordinator (EC) performs the following functions for Santa Rosa County:

- A. During periods of activation/emergency situations that require manning of the SRC radio room, in addition to the duties in “B” below, the EC will:
  1. Assign staff duties
  2. Schedule radio operators
  3. Schedule replacement staff for 24-hour coverage
  4. Distribute communications equipment to incident personnel (e.g. shelter operators)
  5. Ensure that all staff gets regular work breaks to prevent burn-out
  6. Coordinate all other radio room functions
  7. Other Amateur Radio – related communication functions as directed by the SRC DEM
  
- B. During periods on non-activation, the EC will:
  1. GENERAL:
    - a. Supervise Communications Unit activities
    - b. Maintain overall supervision of the SRC Amateur Radio room and its assigned equipment
    - c. Develop and at least annually review plans for the effective use of Amateur Radio communications equipment and facilities within the EOC and the CEMP
    - d. Ensure all operators have completed the minimum-required NIMS courses
    - e. Review Incident Radio Communications Plan ICS Form 205 at least annually
    - f. Review new and emerging technologies for possible inclusion in overall Amateur Radio support of the EOC’s mission
    - g. Determine Unit personnel needs
    - h. Installs and tests (as required) new or repaired communications

equipment

- i. Installs and tests (as required) new communications-related software
- j. Perform minor maintenance and repair of communications equipment as required
- k. Ensure an adequate supply of forms and other administrative supplies is on hand
- l. Ensure “Go Kits” are tested regularly
- m. Ensure an equipment accountability
- n. Provide technical information as required / requested:
  - (1) Adequacy of communications systems currently in operation
  - (2) Geographic limitation on communications systems
  - (3) Equipment capabilities/limitations
  - (4) Amount and types of equipment available
  - (5) Anticipated problems in the use of communications equipment
- o. Maintain records on all communications equipment as necessary
- p. Maintain Unit/Activity Log ICS Form 214
- q. Arrange training to radio operators and others as required