

STANISLAUS COUNTY
AMATEUR RADIO EMERGENCY SERVICE
ADMINISTRATIVE DUTIES

EMERGENCY COORDINATOR:

The Emergency Coordinator (EC) is responsible for the all ARES activities in Stanislaus County.

The EC assures that personnel are trained and ready, to respond to incidents occurring in Stanislaus County as well as the mobilization and dispatch of ARES personnel to out of county *Mutual Aid* assignments. The EC is the local contact for all served agencies and any other emergency response agency requesting assistance with communications or other assignments.

The Section Emergency Coordinator (SEC) usually on the recommendation of the District Emergency Coordinator (DEC) appoints the EC.

The EC may appoint *Assistant Emergency Coordinators (AEC's)* to assist him/her in the discharge of his/her duties.

ASSISTANT EMERGENCY COORDINATORS:

The *Assistant Emergency Coordinator (AEC)* is appointed by the EC to assist the EC in various Administrative duty as well as special interest groups.

Stanislaus County ARES has 7 *Assistant EC'S*.

- *Assistant EC, Operations Officer*
- *Assistant EC, Training Officer*
- *Assistant EC, Records Officer*
- *Assistant EC, Net Operations Officer*
- *Assistant EC, Logistics Officer*
- *Assistant EC, Liaison Officer*
- *Assistant EC, Weather Officer*

The *Operations Officer* performs all duties of the EC during the EC's absence, and assists the EC with ARES administrative and field operations. The *Operations Officer* is second in command and is authorized to activate the ARES organization at the request of Stanislaus County OES. He/she is in charge of all ARES activities when the EC is unavailable. He/she must be ready to respond at all times. He/she is a member of the ARES Planning Committee and assures all operational duties are carried out during incidents. The *Operations Officer* assists the *EC* with

any other assignments as needed.

The **Training Officer** performs all duties of the **Operations Officer** if the **EC** and **Operations Officer** are unavailable to respond. The **Training Officer** coordinates, approves, and certifies ARES personnel with all required training, coordinates training seminars, and is a member of the ARES planning committee. The **Training Officer** makes recommendations to the committee on needed training and arranges training sessions to assure personnel are certified.

The **Records Officer** keeps accurate records of all ARES membership information. Training levels, phone tree's and assures the **ARES Database** is updated as needed. The **Records Officer** maintains all member information and prepares updated rosters as needed. The **Records Officer** assures the County Office of Emergency Services has a current list of all personnel and their training levels.

The **Net Operations Officer** is responsible for the training and assignment of ARES members performing **Net Control Station** duties. The **Net Operations Officer** assures all NCS operators are provided with a current net roster, preamble and other related paperwork. The **Net Operations Officer** keeps the **EC** and **Training Officer** informed about net participation and qualifying net training for **Required** net participation and training level advancement.

The **Logistics Officer** is responsible for keeping a database of all amateur radio equipment available for use in the field. The **Logistics Officer** assures that equipment is available during an incident and that personnel are equipped to handle field assignments. The **Logistics Officer, EC,** and **Training Officer** work together to decide what equipment and training are needed for the assignment, and determines who is assigned to which assignment. The **Logistics Officer** keeps the **EC** informed of the available resources and assists the **EC** with any other assigned duties as needed.

The **Liaison Officer** is responsible for coordinating with representatives from cooperating and assisting agencies. The **Liaison Officer** maintains a working relationship with all served agencies. The **Liaison Officer** keeps the **EC** informed of the available resources or needs and assists the **EC** with any other assigned duties as needed.

The **Weather Officer** is in charge of keeping administrative personnel informed of weather conditions during an operational period. The **Weather Officer** monitors local NOAA broadcast radio as well as other media and determines what precautions ARES personnel need to take while setting up and/or operating their field stations. The **Weather Officer** keeps the **EC** apprised of any sudden weather changes, or predicted weather changes that will effect the ARES response to the incident.

04/12/2000