

Ohio Section
Amateur Radio Emergency Service
District Emergency Coordinator Guidelines
April 1, 2011



Ohio Section Amateur Radio Emergency Service® District Emergency Coordinator Guidelines

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Ohio Section Amateur Radio Emergency Service® District Emergency Coordinator Guidelines
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This document will be reviewed and revised on an as needed basis. Updates will be released on the following website:

The Ohio Section ARES® website at <http://www.arrl-ohio.org>

Ohio Section ARES® District Emergency Coordinator's Guidelines

Purpose:

The Ohio Section ARES® District Emergency Coordinator (DEC) Guidelines is a document which compliments the existing ARRL documents: *The Emergency Coordinator's Handbook*, and *The Public Service Communications Manual*, as well as our own *The Ohio Section Emergency Response Plan*. This document does not supersede any of the above listed documents.

It is important to remember, as you read through this document, that each DEC must take his or her district's unique operations into consideration. This document is not intended to be a "one size fits all" plan for ARES® operations.

These guidelines provide the needed information for our own Section operations:

1. Provide the DECs of the Ohio Section a uniform set of guidelines for overseeing his or her own ARES® districts.
2. Provide the DEC with guidelines on recommending EC appointments, as well as the removal of ECs.
3. Provide the DEC with guidelines on the recommendations and use of Assistant District Emergency Coordinators (ADECs)
4. Provide information for when to contact the Section Emergency Coordinator (SEC) to obtain assistance in the resolution of local and district problems.
5. Provide information for submission of required reports.

Distribution:

These guidelines will be distributed to all Ohio Section District ECs. Every Assistant District Emergency Coordinator should also have a copy of this document in the event he or she needs to step in for the District Emergency Coordinator.

“Coordinate”

Function:

Verb

Inflected Form(s):

co·or·di·nat·ed; co·or·di·nat·ing

Date:

1665

Transitive verb 1: to put in the same order or rank 2: to bring into a common action, movement, or condition: harmonize <we need to *coordinate* our schedules>

“Coordination”

Function:

Noun

Etymology:

Late Latin *coordination-*, *coordinatio*, from Latin *co-* + *ordination-*, *ordinatio* arrangement, from *ordinare* to arrange — more at ordain

Date:

Circa 1643

1: the act or action of coordinating 2: the harmonious functioning of parts for effective results

(Source: Merriam-Webster On-Line Dictionary)

“The Ohio Section of the Amateur Radio Emergency Service prides itself on its ability to operate utilizing Coordination, Cooperation, and Communication. I am so proud of each of our ARES volunteers, who give so much of their time and equipment for the public good, without asking for anything in return. The fellowship and spirit of Amateur Radio shines from each of you!”

SEC Jack Sovik KB8WPZ

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1. Official Job Description, as outlined by the ARRL

The ARRL District Emergency Coordinator (DEC) is appointed by the Section Emergency Coordinator (SEC) to supervise the efforts of local Emergency Coordinators in the defined district. The DEC's duties involve the following:

1. Coordinate the training, organization and emergency participation of Emergency Coordinators in your district of jurisdiction.
2. Make local decisions in the absence of the SEC or through coordination with the SEC, concerning the allotment of available amateurs and equipment during an emergency.
3. Coordinate the interrelationship between local emergency plans and between communications networks within your area of jurisdiction.
4. Act as backup for local areas without an Emergency Coordinator and assist in maintaining contact with governmental and other agencies within your area of jurisdiction.
5. Provide direction in the routing and handling of emergency communications of either a formal or tactical nature, with specific emphasis being placed on Welfare traffic.
6. Recommend EC appointments to the SEC.
7. Coordinate the reporting and documenting of ARES activities in your district of jurisdiction.
8. Act as a model emergency communicator as evidenced by dedication to purpose, reliability and understanding of emergency communications.
9. Be fully conversant in National Traffic System routing and procedures as well as have a thorough understanding of the locale and role of all vital governmental and volunteer agencies that could be involved in an emergency.
10. District Emergency Coordinators are encouraged to earn certification in all levels of the ARRL Emergency Communications Course < <http://www.arrl.org/cce/> >.

Recruitment of new hams and League members is an integral part of the job of every League appointee. Appointees should take advantage of every opportunity to recruit a new ham or member to foster growth of Field Organization programs, and our abilities to serve the public.

Requirements: Technician or higher class; **Full ARRL membership**.

2. DEC Administrative Duties

The following topics are guidelines for operation within the Ohio section:

a. Monthly Reporting

Monthly reporting to your Section Emergency Coordinator (SEC) is a requirement of your DEC duties. These reports are assembled from the Emergency Coordinators (EC) in your district, and submitted to the Section Emergency Coordinator (SEC) who each month prepares a section report to the American Radio Relay League (ARRL). The hours and personnel count submitted with each report gives the ARRL the information it needs to help maintain a presence with the FCC and other key personnel in Washington, DC.

Without these reports, no evidence for the need of our frequencies can be provided!

Filing monthly reports to your SEC may be done with the ARRL Form FSD-212, *Monthly DEC/EC Report*, which may be obtained from the ARRL website (www.arrl.org), or preferably, you may submit the form electronically by using the Electronic FSD-212 form provided on the Ohio **Section** website (<http://www.arrl-ohio.org/SEC/sos/aresapp.htm>). Once the form is submitted, a copy will be automatically sent to you for your own records. ***The deadline for submitting monthly reports to the SEC is the 10th of each month.*** If you have a situation which prevents you from meeting the deadline, contact the SEC to advise when the report can be expected. The SEC will then submit his report to the ARRL, and inform them additional data will be forthcoming.

Monthly reports must be sent regardless of any activity completed by your District. Even weekly nets and monthly meetings count towards activity, and must be reported.

Repeated consecutive omissions of monthly reporting may result in the DEC being released of his or her duties by the SEC. With no reports, the SEC may assume that NO activity of any sort is being conducted within the district.

b. Resolving and Reporting Problems Within Your District

Providing support and guidance to the local ECs is one of your primary duties. Please do not confuse this duty with running the county's ARES program for the EC. Offer help when requested by the EC, or when you feel you can provide value-added assistance.

Any issue within a county, no matter how trivial to the DEC, is to be reported to the SEC, in the event the SEC is notified of the issue by other channels. Our entire organization exists to communicate information. Provide a strong role model at your level of responsibility.

c. Recommending EC appointments

If a county within your district lacks an EC appointment, your job as DEC is to be the acting EC for that county, until a local EC can be appointed. In those conditions, refer to the EC Guidelines for assistance.

At times you will have an EC resign within their county. The following should be followed when making EC appointment recommendations to the SEC:

1. Notify the SEC of the resignation as soon as possible, and the date of affectivity.
2. Work with the EC to see if they have a person ready to take over the position, if they do, schedule time to meet with the new prospect. Find if they have any qualifications (training, etc.). See if they have a good relationship with other ARES volunteers, and served agencies.
3. If no other person is recommended by the EC, then conduct an "open call" for potential EC candidates. Make sure to contact all local Amateur Radio clubs and organizations.
4. Once you have obtained a recommended candidate, have the candidate submit ARRL application FSD-156 to you as well as the SEC. The SEC will review and finalize appointment through the ARRL.
5. Ensure that all materials are transferred to the new EC in a timely manner.

When you are required to make an EC recommendation when no other EC or recommended appointee exists, keep in mind that enthusiasm and respect from other ARES volunteers will carry a lot of weight. The EC position is 95% leadership and relationships. Try not to drag out the EC appointee selection process. "Paralysis by analysis" never a good choice and can frustrate potential ARES volunteers, and reduce the effectiveness of ARES with local served agencies if Amateur Radio operations come to a crawl within a county.

d. Removal of an EC Appointment

At sometime the DEC will have to deal with the recommendation of removal of a person from the EC position. There is no good way to handle this. The main thing to keep in mind is that only the SEC can authorize the actual removal of an EC. You, as the DEC, need to follow the guidelines listed below for making the recommendation to the SEC:

1. **Document, document, document!!!** Simply telling the SEC that the EC needs to go is not sufficient. The DEC must provide solid documented reasons (i.e., Recommendations from served agencies, examples of poor performance, etc.) for the SEC to review in the decision process.
2. Once you provide the recommendation to the SEC, and the SEC finds that the situation warrants the removal of the EC, your job is completed. The SEC will contact the EC in question and start the removal process. The SEC may contact the DEC of the district for additional information, feedback, etc.

Only on rare occasions the SEC will give the DEC the power to remove an EC from their appointment. Before such approval is given, sufficient information must be provided to the SEC by the DEC. At no other time is a DEC to directly remove an EC without prior approval of the SEC.

3. Assistant District Emergency Coordinators (ADECs)

The official job description as outlined from the ARRL:

1. The Assistant District Emergency Coordinator (ADEC) may serve as a general assistant to the District Emergency Coordinator or as a specialist. That is, the ADEC may assist the District Emergency Coordinator with general leadership matters as the District Emergency Coordinator's alternate, or the ADEC may be assigned to handle a specific important function that does not fall within the scope of the duties of the District Emergency Coordinator's other assistants. The ADEC will act as the DEC in his/her absence or in emergency response operations to maintain continuity of leadership when 24 hour activity requires multiple shifts.
2. At the Section Manager's discretion, the ADEC may be designated as the recommended successor to the incumbent District Emergency Coordinator in case the District Emergency Coordinator resigns or is otherwise unable to finish the term of office.
3. The ADEC should be familiar with the "Official Appointment Description for the ARRL District Emergency Coordinator," which contains the fundamental responsibilities of the DEC.
4. Assistant District Emergency Coordinators are encouraged to complete Levels 1 and 2 of the ARRL Amateur Radio Emergency Communications Course.

In the Ohio Section, the SM has granted the SEC the appointing authority for the ADEC position, with the recommendation of the DEC.

It is recommended that the ADEC position be a promotable position within the District. ADECs should be promoted from existing ECs or AECs with the exception of two reasons: 1.) The specialized position cannot be filled by the skills of existing ECs or AECs, or 2.) No ECs / AECs are interested in the ADEC position. Only then will ADECs be appointed outside of the EC / AEC ranks. This promotes more opportunities for Hams to enter into the ARES leadership ranks, backfilling vacated EC / AEC spots.

It is recommended that the ADEC position not be a "dual-role" appointment. ADECs should not double as ECs or AECs within counties. The "one-person / one-job" role ensures that the volunteer is not pulled in different directions, with multiple commitments. Having to take the time to determine where and how the person is serving ARES takes vital time away from being responsive to the emergency at hand. However, it is better to have ADECs appointed rather than not at all. It is up to the DEC to use their best judgment on the recommendation of these appointments.

To have an ADEC appointed, the DEC will recommend the appointment to the SEC, and submit to the SEC application form FSD-156 (EC/DEC Application). The SEC will then appoint/reject the application, and if approved, will forward to the ARRL for submittal to the ARRL Database. After approval, the ADEC will be sent info from the league, and the SEC will provide a certificate for the new appointee.

Understanding that there can be exceptions to the above guidelines, any unique situations for appointment should be discussed with the SEC.

4. Meetings, Local Nets & the National Traffic System (NTS)

As a DEC, you should conduct periodic meetings for the ARES® county ECs, Assistant ECs, and Official Emergency Stations to conduct business face-to-face, hold a program, invite a

guest speaker, etc. These meetings are invaluable to allow your volunteers to meet while not under the stress of a public service event, drill, or actual emergency.

On-air nets for your district's ARES® groups should be held frequently (weekly or semi-monthly) to allow ARES® volunteers to conduct a weekly check of their equipment, test the ability for district-wide communications, and to conduct business and relay information between the in-person meetings. Nets must allow time for the passing of any formal NTS traffic that may be brought to the net, as the NTS is the backbone for all formal emergency traffic going into or coming from a county in an emergency situation.

5. Mutual Assistance and Coordination Between Counties within Your District

Many times a public service event, drill, or in worse case an actual emergency will consume the ARES resources (volunteer and equipment) within your county. Planning and coordinating with your neighboring ECs will help ease these problems. Knowing who to contact and when can be confusing. The following guidelines, taken directly from the Ohio Section Emergency Response Plan (OSERP) are to be followed:

OCCURRENCE:

Emergency Spreading to adjacent district

NOTIFY:

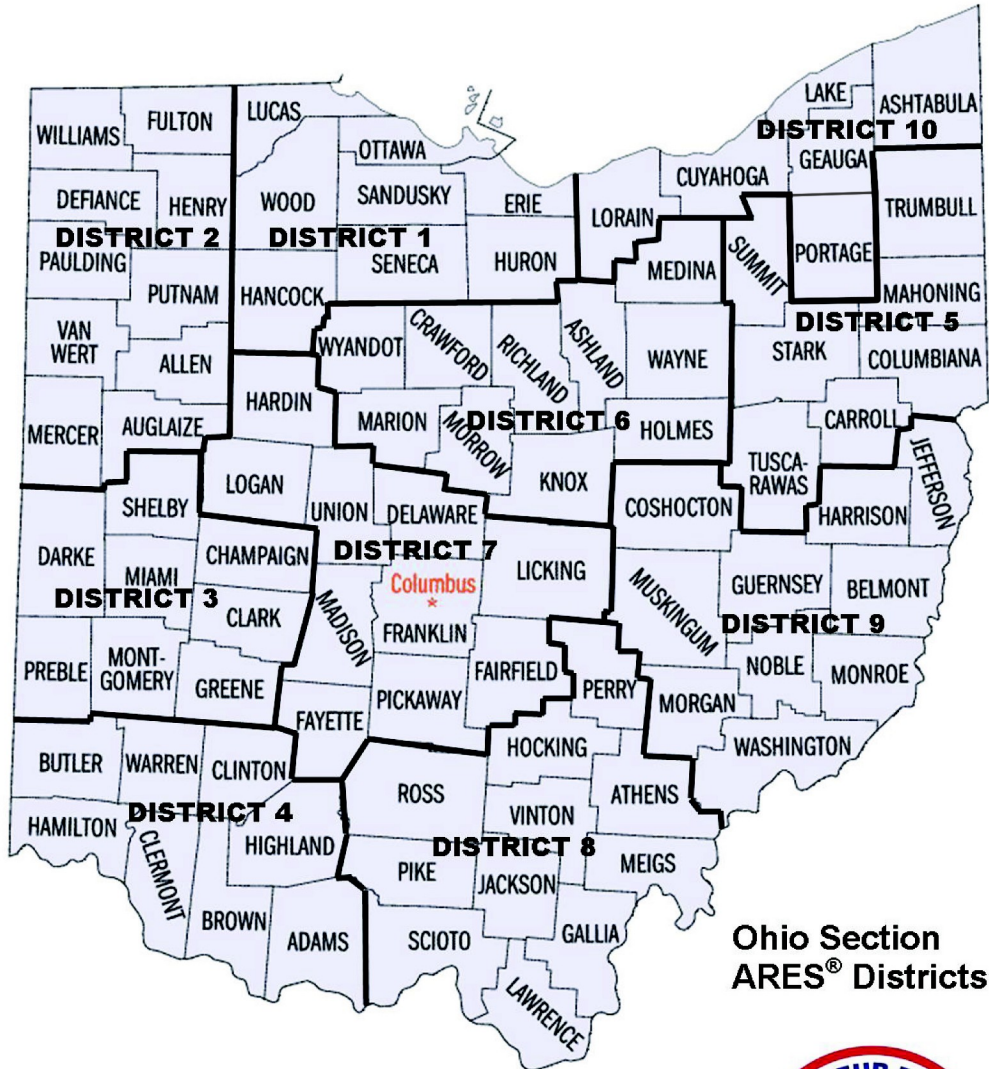
Notify the SEC and adjacent District DEC

When you need assistance notify the SEC.

When requesting assistance you will need to know the following information:

1. Number of amateurs required
2. How long assistance is needed (you can estimate this)
3. What kind of equipment will be needed?
4. What kind of physical and weather conditions in which they will be operating?

Ohio Section ARES® District Map



**Ohio Section
ARES® Districts**



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