

**VIRGINIA SECTION  
AMERICAN RADIO RELAY LEAGUE**



**EMERGENCY COORDINATOR  
POSITION DESCRIPTION**

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## **Emergency Coordinator Position Description For the Virginia Section of the ARRL**

The ARRL Emergency Coordinator (EC) appointment is recommended to the Section Emergency Coordinator (SEC) and confirmed by the Section Manager (SM) to supervise the efforts of Amateur Radio Emergency Service (ARES) members and resources in a local jurisdiction. The EC is the responsible officer at the local level, and reports up the chain of command through the District Emergency Coordinator (DEC), through the ASEC, to the SEC and ultimately to the SM. The EC's duties include the following:

1. Encourage local Amateur Radio operators to volunteer their time, resources and capabilities in support of their local community. Encourage local ARES members to maintain current and accurate member information in the Section ARES database.
2. Establish training sessions, exercises and drills that foster good operating practices and increase the level of knowledge, skill and ability of local ARES members.
3. Promote participation in local emergency nets and in wider-area regional nets. If such wide area nets do not exist, work with adjacent jurisdiction EC's and repeater owners/trustees to develop such nets.
4. Identify potential served client agencies in the local jurisdiction. Meet with representatives of those agencies to identify emergency communication needs.
5. Work closely with the local jurisdiction Emergency Manager (EM) to define overall emergency communications need of the jurisdiction, and establish a reliable callout procedure for the EM to use when there is a need to activate ARES resources.
6. Develop and refine a local Emergency Communications Plan (ECP) in conjunction with local Emergency Management and local served agencies. Communicate that ECP to both served agencies and local ARES members through regularly scheduled meetings.
7. During an actual emergency, notify and make provision for updating the DEC. Make decisions concerning the allotment of locally available Amateur Radio operators and equipment in support of local served agencies. In the event that additional resources are needed, communicate that need up the chain of command.
8. Provide mutual aid in the form of operators and equipment for adjacent local areas without an ARES EC or RACES Radio Officer (RO) as necessary.

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9. Encourage participation by ARES members in Emergency Nets and National Traffic System (NTS) nets by providing training in the formatting, routing and handling of formal and tactical radio messages.
10. Identify local Amateurs with exceptional skills and abilities who can function as Assistant Emergency Coordinators (AEC) or Official Emergency Stations (OES). Make local appointments for AEC positions and forward recommendations for OES appointments up the chain of command. An AEC or OES should be designated as Coordinator for Training for the local jurisdiction, responsible for development of an ongoing schedule of local jurisdiction training sessions for ARES members, in conjunction with training programs held at the District and Section level.
11. Complete monthly reporting and documentation of ARES activities in the local jurisdiction by the 4th day of the month following the reporting period. The online form found at the VA Section website is the preferred method for reporting; however hard copies of the report may be submitted, taking into account the increased time for handling through the USPS. An EC may assign the reporting task to an AEC or an OES.
12. Serve as a model emergency communicator as evidenced by dedication to the purpose, reliability and understanding of emergency communications. The EC should set an example by pursuing courses and activities such as DHS-FEMA ICS-100, 200, 700 and 800. Completing the emergency courses offered by the league (ARECC-001, 002 and 003) should also be pursued in a deliberate manner. ARECC- 001 should be completed within a year after the date of appointment as EC.
13. The EC should be actively involved in the Old Dominion Emergency Net (ODEN). EC's that are unable to participate in the ODEN because of license class or other commitment should arrange for their AEC or OES to participate, with the ultimate goal of having every jurisdiction in the Section regularly represented. The EC should promote participation in any District Emergency Response Team (ERT) and support recruiting for section-wide Emergency Response Teams.
14. The EC should regularly visit the Virginia ARES website to stay informed of developments and news and encourage his ARES membership to do likewise. ARES information sent to the EC that is marked for ARES distribution should be passed to the membership of the local jurisdiction in a timely fashion.