

## Official ARRL Field Organization Appointment Description

### Emergency Coordinator (EC):

The ARRL Emergency Coordinator (EC) is appointed by the Section Manager usually at the recommendation of the Section Emergency Coordinator (SEC) or District Emergency Coordinator (DEC),

The ARRL Emergency Coordinator is the person responsible for the ARES® group at the local level. Working with local community officials, the Section Emergency Coordinator (SEC), and other field appointees, the EC leads its local ARES® group through the planning, preparedness, and response phases.

### Requirements

1. Hold a technician-class license or higher
2. An ARRL full member
3. Achievement of Level 3 qualifications. (Must, within 1 year, from appointment as EC or such further time period as authorized by the SM, complete all of the requirements for Level 3 qualification.)

### Responsibilities

1. Promote and enhance the activities of the Amateur Radio Emergency Service (ARES®) for the benefit of the public as a voluntary, non-commercial communications service.
2. Manage and coordinate the training, organization, and emergency participation of interested amateurs working in support of the communities, agencies, or functions designated by the Section Emergency Coordinator (SEC)/Section Manager (SM).
3. Establish viable working partnerships with federal, state, county, city governmental, and/or private agencies in the ARES® jurisdictional area that need the services of ARES in emergencies.
4. Identify and work collaboratively with local partners to assess how ARES® can assist them with their mission, ensuring partners are aware of the limitations and capabilities of ARES®.
5. Develop detailed local operational plans, with partner agency officials in the jurisdiction that set forth precisely what expectations are during an ARES® activation. Work jointly with partners to establish relationships based on mutual trust and respect. All matters involving recruitment and utilization of ARES® participants are directed by the EC, in response to the needs assessed by the agency officials. Technical issues involving message

format, security of message transmission, disaster welfare inquiry policies, and others, should be reviewed and expounded upon in the ARES® detailed local operations plans.

6. Establish local communications networks that run regularly, and periodically test those networks by conducting realistic drills.
7. Work with the SEC and District Emergency Coordinators (DECs) to identify potential local shortcomings and define resources that may need to be drawn from adjacent ARES® groups in support of a local emergency or disaster.
8. Establish an emergency traffic plan, with welfare traffic inclusive, utilizing the National Traffic System (NTS) as one active component for traffic handling. Establish an operational liaison with local and section nets, particularly for handling welfare traffic in an emergency situation.
9. Work with other Amateur Radio public service groups, organizations, or programs to establish relationships of mutual trust and respect and a coordination mechanism for the good of the public and Amateur Radio. The goal is to foster an efficient and effective Amateur Radio response overall.
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11. Work for growth in the local ARES® program, making it a stronger, more valuable resource and hence able to meet more of the agencies' local needs.
12. Actively manage events and generate activity reports with the SEC. This includes the timely reporting of emergency and public safety communications rendered in the Section for potential inclusion in ARRL media. Will produce monthly reports to the SEC at the guidance of the SEC using the current section preferred reporting process.

Recruitment of new hams and ARRL members is an integral part of the job of every ARRL 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.