



The Role and Duties of the ARRL Emergency Coordinator (EC)



Iowa Section ARES®
Clint Miller, KØGR // Section Emergency Coordinator

The EC as a Local Leader



- **Local Authority:** The EC is the primary ARRL official at the county level.
- **Mission:** To facilitate the delivery of amateur radio emergency communications to served agencies.
- **Scope:** Direct oversight of local ARES volunteers and resources.
- **Goal:** Provide reliable, organized, and trained amateur radio communication support to government agencies, non-profits, and communities during disasters or emergencies, functioning independently of internet and phone systems.



ARRL Section Leadership Structure

- **Section Manager (SM):** Overall elected authority for the Iowa Section.
- **Section Emergency Coordinator (SEC):** Iowa's lead for all emergency programs.
- **District Emergency Coordinator (DEC):** Coordinates regional multi-county support. Mentor to the EC's in their jurisdiction.
- **Emergency Coordinator (EC):** The local operational commander and point of contact.

Core Duty – Planning & Preparedness



- **Operational Plans:** Identifying local needs before the disaster strikes.
- **Resource Assessment:** Knowing which members have mobile, portable, or digital capabilities; other valuable assets and skills.
- **Drills & Exercises:** Moving beyond simple "check-ins" to realistic, scenario-based training. Allows teams to act out responses in real-world settings, helping to identify areas for improvement.



Core Duty – Community Partnerships

- **The "Served Agency":** Liaison with local Emergency Management Agencies (EMA).
- **MOU/MOA:** Understanding formal agreements with organizations like the Red Cross or Salvation Army.
- **Needs Assessment:** Determining "What can we do for you?" rather than telling them what we have.
- **Expert Communicators:** Operating served agency equipment is just as valuable a service as utilizing our own assets.
- **Served Agency Trust:** Earned through consistent service and training.

The Emergency Operations Plan



- **A Living Document:** Specific to your jurisdiction.
- **Standardized Procedures:** Ensuring every member knows their role the moment a net is activated.
- **Site Profiles:** Maintaining data on repeaters, EOC locations, and shelter sites.
- **Member Activation:** Establish contingency procedures for member activation during internet or phone outages.
 - Phone trees or robo-call systems
 - Automatic 'trigger' event response protocols



EMERGENCY OPERATIONS PLAN

STORY COUNTY AMATEUR RADIO EMERGENCY SERVICE®

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Liaison & Agency Support



- **Agency Liaison:** Coordinating with served agencies such as Red Cross and Public Health on an ongoing basis.
- **Have a Local Presence:** Participating in local EMA / 911 / LEPC meetings.
- **Site Integration:** Incorporating amateur radio into the EOC or other facilities as requested.
- **Needs-Based Service:** Solving agency problems is the best way to earn trust.



Admin & Reporting

- **The Monthly Report:** Consolidating volunteer hours and activities for the SEC on Form 2.
- **Onboarding:** Vetting and mentoring new ARES candidates.
- **Equipment Maintenance:** Ensuring club-owned or ARES-dedicated equipment caches are inventoried and "grab-and-go" ready.
- **Recruitment:** Actively seeking new members at club meetings and hamfests.
- **Fostering Mutual Aid:** Coordinating with neighboring counties.



Iowa Section Duties

- **Roster Management:** Track team members, capabilities, and contact methods.
- **Skill Verification:** Validate ARES member proficiency and exercise sign-off authority for the Taskbook process.
- **Taskbook Advancement:** Facilitating member progression through the three ARES qualification levels.
- **Public Service Events:** Provides valuable, hands-on team operation experience similar to exercises or drills.

RACES Coordination



- **RACES vs. ARES:** Understanding the distinction during government-declared emergencies.
- **SEOC:** The State Emergency Operations Center is always staffed by appointed RACES volunteers.
- **Authorization Forms:** Coordinate the process for securing the necessary EMA signatures for RACES authorizations.

Summary & Mission Success



Operational success depends on pre-disaster planning and training.

The EC bridges the gap between volunteers and professionals and serves as the cornerstone of local ARES response.

Thank you for your service to ARES and the Iowa Section.