

**Functional Position Name:** Amateur Radio Emergency Services

**Functional Position Mnemonic:** ARES

**Management or General Staff:** General Staff

**Section Assigned:** Logistics/Operations

**Reports To:** ARES members report to the Stanislaus County ARES Emergency Coordinator. The ARES Emergency Coordinator reports to the EOC Logistics Section Coordinator, and the ARES San Joaquin Valley District Coordinator

**Supervises:** Amateur Radio Communications and Personnel

**General Description of Role:** ARES, or the Amateur Radio Emergency Services, is an all-volunteer, private radio club interested in Amateur Radio Service frequencies that predominately provides public service to support the American Red Cross, passing health and welfare messages, and providing emergency communications in support of local government. ARES is also defined as a private support group of the American Radio Relay League (ARRL). ARES may operate in any situation it chooses to and is an arm of a private organization for public service to any need, wherever accepted. ARES in Stanislaus County has a long-standing positive working relationship of providing alternate/back up radio communications with local government emergency management officials, the local chapter of the American Red Cross (ARC), and with area hospitals. One example of this positive working relationship is the establishment of an ARES Radio Room both at the Operational Area Emergency Operations Center, 3705 Oakdale Road, Modesto and at the Alternate Operational Area Emergency Operations Center, 2727 Third Street, Ceres.

**General Responsibilities:**

- ARES utilization for the Emergency Operations Center will be at the request of local government EOC management staff.
- ARES Officers will be contacted with activation instructions in descending order as outlined in the Stanislaus County ARES Activation Protocol.
- A minimum of two ARES Officers shall be contacted.
- ARES Officers will determine the need to activate additional ARES personnel based upon the request/needs at the time.
- ARES members will staff and deploy to the EOC ARES room unless the situation dictates a different response location at the request of EOC Management.
- The first arriving ARES Radio Operator will assume the ARES Emergency Coordinator position until arrival of the Stanislaus County ARES Emergency Coordinator.

- ARES personnel may be requested to update weather information in a timely manner, using whatever tools are available, and maintaining contact with the National Weather Service and keeping the EOC advised accordingly.
- ARES personnel will support the local government EOC in emergency incident/event communications as requested specifically for the incident or event.
- Additional ARES Radio Operators may be requested to deploy to evacuation shelters/centers, as determined by the Community Services Agency and the American Red Cross. They may also be requested to deploy to area hospitals, alternate care sites, or any other location as deemed necessary and requested by EOC Management.

Unit Management:

- Determine ARES staffing. Order/release staff as necessary.
- Assemble and brief arriving ARES personnel.
  - Provide incident/disaster /event situation summary.
  - Brief and keep ARES personnel informed on incident status and work priorities.
  - Brief ARES personnel on work schedule, position roles & responsibilities, radio frequencies to be used, ARES priorities, and any procedures to be used during activation.
  - Ensure ARES personnel schedule matches EOC planning and operational cycle.
  - Provide staff with assignments and any immediate actions to accomplish.
  - If being assigned outside of the EOC, brief ARES personnel on response location, directions and whom to contact upon arrival. Provide them with instructions for introducing themselves, capabilities and expectations of ARES Radio Operators while on scene.
  - Brief ARES personnel on any known safety or travel issues, such as road conditions, detours, bridge limitations, fire lines and any other information pertinent to the activation and response.
- Conduct turnover briefings if second shift operation occurs.
- Ensure all ARES personnel make appropriate entries into logs and on ICS 214 forms.
- Ensure the ARES Radio Room and work stations have adequate supplies.
- Obtain work materials from (in descending order) the ARES Emergency Coordinator, the Communications Unit Leader, Logistics Section Coordinator, or the EOC Coordinator.

Supervisory Roles:

- Ensure general welfare and safety of all ARES personnel.
- Assign duties to ARES personnel.

- Maintain after-hours contact information for ARES staff (hotel, phone numbers, radio frequencies, etc.)
- Review work and evaluate performance.
- Resolve problems early; involve Communications Unit Leader as appropriate.
- Ensure ARES personnel have reviewed the appropriate ARES activation, staffing and deployment, and standard position operating procedures as outlined in the ARES Response Guide.

**Normally activated in:**

- Department Operations Center (DOC)
- Incident Command Post (ICP)
- Emergency Operation Center (EOC)
- Operational Area Emergency Operations Center (OAEOC)
- Area Command (A/C)

*Immediate Actions:*

- Check In at the EOC.
- ARES members report to the ARES Emergency Coordinator. The ARES Emergency Coordinator reports to the Logistics Section Coordinator or other assigned supervisor.
- Follow generic EOC activation phase checklist.
- Assist the ARES Emergency Coordinator or Communications Unit Leader in determining appropriate staffing for ARES.
- Provide assistance and information regarding ARES staffing to the Communications Unit Leader and Planning Section Coordinator.
- Set up your work station and review your position responsibilities.
- Determine your resource needs, such as a computer, phone, emergency plan copies, ARES Response Guide and other reference documents.
- Establish and maintain a position log that chronologically describes your actions taken during your shift (ICS form 214 at a minimum).

*Daily Actions:*

- Establish and maintain a position log (ICS form 214) and other necessary files.
- If requested, attend planning, Management and General Staff meetings.
- Assist the ARES Emergency Coordinator or Communications Unit Leader in preparing for and conducting briefings, completing the Incident Radio Communications Plan (ICS 205), as requested or is necessary.
- Provide assistance to the Communications Unit Leader regarding ARES operational shift- change activity, as required.

**ICS (NIMS) forms responsible to complete:  
(Bolded items indicate ICS forms that apply to this position)**

- 201 – Incident Briefing
- 202 – Incident Objectives
- 203 – Organizational Assignment List
- 204 – Assignment List**
- 205 – Incident Radio Communications Plan**
- 205A – Other Communications List (phone numbers, etc.)**
- 206 – Medical Plan
- 207 – Incident Organization Chart
- 208 – Safety Message / Plan
- 209 – Incident Status Summary
- 210 – Resource Status Change
- 211 – Incident Check-In List
- 213 – General Message Form
- 213RR – Resource Request Message
- 214 – Activity Log**
- 215 – Operational Planning Worksheet
- 215A – Incident Action Plan Safety Analysis
- \*215M – Incident Resource Projection Matrix
- \*216 – Radio Requirements Worksheet**
- 218 – Support Vehicle / Equipment Inventory
- 219 – Resource Cards – T-Cards
- 220 – Air Operations Summary Worksheet
- 221 – Demobilization Check-Out**
- \*223 – Tentative Release List
- 225 – Incident Personnel Performance Rating

Forms are taken directly from NIMS ICS Forms Booklet – FEMA 502-2

\* Forms are added from FIRESCOPE ICS Forms list

**Task Checklist:**

*At Conclusion of the Operational Period/Transfer position to a new person:*

- Brief replacement/turnover staff as required.
- Complete Unit logs (ICS Form 214) and provide to the Documentation Unit daily.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before leaving for the day.
- Follow daily EOC check out procedures, including signing out with the front lobby personnel and turning in your EOC identification card.

Demobilization:

- When approved for demobilization, deactivate your assigned position and close out logs and documents.
- Complete all required forms, reports and other documentation. Check for accuracy and completeness of records submitted. Electronic forms or documents should be saved on the computer shared drive under the incident name and date. All manual forms and documents should be submitted through your supervisor to the Planning Section (Documentation Unit), as appropriate, prior to your departure.
- Clean up your work area before you leave.
- Leave a forwarding telephone number where you can be reached.
- Dismantle and store any displays.
- If requested, complete any necessary performance evaluations for staff (ICS Form 225)
- Follow EOC demobilization plan final check out procedures, including signing out with the front lobby personnel and turning in your EOC identification card. Final check out also includes:
  - Checking back in any issued equipment.
  - Returning supplies that are excess.
  - Completing Demobilization paperwork (ICS Form 221).
- Be prepared to provide input during a "Hot Wash" and/or in an After Action Report.