

# Administration

## Tippecanoe County Amateur Radio Emergency Service® Organization Structure

### 1. Introduction

Any organization must have an organizational structure and job descriptions to be effective. Guidance is provided in various publications from the American Radio Relay League (ARRL) dealing with the Amateur Radio Emergency Service (ARES). However, much is left to the discretion of the local Emergency Coordinator (EC). This document defines the organizational structure implemented in the Tippecanoe County, Indiana ARES. It has been reviewed for National Incident Management System (NIMS) compliance. Span of control recommendations were considered and implemented in so far as deemed reasonable.

### 2. Responsibilities

The Emergency Coordinator is responsible for establishing the organizational structure of Tippecanoe County ARES.

### 3. Related Publications

None.

### 4. Definition of Terms

<b>APCO</b>	Association of Public-Safety Communications Officials, International
<b>ARES</b>	Amateur Radio Emergency Service (ARES® and Amateur Radio Emergency Service® are registered service marks of the American Radio Relay League.)
<b>ARRL</b>	American Radio Relay League
<b>DHS</b>	Department of Homeland Security
<b>EC</b>	Emergency Coordinator
<b>ICS</b>	Incident Command System
<b>MARS</b>	Military Auxiliary Radio System
<b>NCS</b>	National Communications System
<b>NIMS</b>	National Incident Management System
<b>OES</b>	Official Emergency Station
<b>OP PLAN</b>	Operations Plan
<b>REACT</b>	Radio Emergency Associated Communications Teams
<b>SEC</b>	Section Emergency Coordinator
<b>TCARES</b>	Tippecanoe County ARES

## **5. Guidelines**

### **5.1 National Organization**

Agencies with Memoranda of Understanding with the American Radio Relay League (ARRL):

- National Weather Service
- American Red Cross
- Salvation Army
- Dept. of Homeland Security
- APCO-International
- National Communication System
- REACT
- Civil Air Patrol

### **5.2 Section Field Organization**

Agencies with Memoranda of Understanding with the Indiana Section ARES:

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### **5.3 Local Organization**

Memoranda of Understanding with Tippecanoe County ARES:

- Western Indiana Radio Emergency Service (WIRES)
- Tippecanoe Amateur Radio Association (TARA)
- Purdue Amateur Radio Club (W9YB)
- Kevin Crow, KA9VXS, Owner of the 443.775 Repeater
- KB9KHM & N9GKE, Owners of the W9ARP D-STAR Repeater System
- Tippecanoe County Chapter of the American Red Cross
- Salvation Army Lafayette Indiana Corps

Other Local Served Agencies:

- National Weather Service Forecast Office, Indianapolis, Indiana
- Central Indiana Skywarn (CISW)

#### **5.3.1 Planning Committee**

The TCARES Planning Committee is made up of the Emergency Coordinator (EC) and all Assistant Emergency Coordinators (AEC). Assistant Emergency Coordinators are encouraged to attend all Planning Committee meetings to address their specific areas of responsibility.

## 5.4 Tippecanoe County ARES Organization Job Descriptions and Qualifications

### 5.4.1 Emergency Coordinator (EC) for Tippecanoe County ARES

#### 5.4.1.1 Responsibilities:

- Promote and enhance the activities of Amateur Radio Emergency Service (ARES) for the benefit of the public as a voluntary, non-commercial communications service
- Manage and coordinate the training, organization and emergency participation of interested radio amateurs working in support of the communities, agencies, or functions designated by the Section Emergency Coordinator/Section Manager
- Establish an emergency communications plan for the communities and agencies that will effectively utilize ARES members to cover the needs for tactical and formal Welfare message traffic
- Establish a viable working relationship with federal, state, county, city governmental and private agencies in Tippecanoe County which might need the services of ARES in emergencies
- Establish local communications networks run on a regular basis and periodic testing of those networks by realistic drills
- Establish an emergency traffic plan, with Welfare traffic inclusive, utilizing the National Traffic System as one active component for traffic handling. Establish an operational liaison with local and section nets
- In times of disaster, evaluate the communications needs of the Served Agencies and respond quickly to those needs through the allocation of ARES resources
- Work with other non-ARES amateur groups to establish mutual respect and understanding and a coordination mechanism for the good of the public and Amateur Radio to foster an efficient and effective Amateur Radio response overall
- Work for growth in the Tippecanoe County ARES program, making it stronger and a more valuable resource to Tippecanoe County and its communities
- File regular reports as required
- Track Planning Committee member participation and contact members who have not remained involved in activities to determine their status
- Appoint AECs to assist in carrying out the above responsibilities
- Submit requests for Official Emergency Station (OES) status for qualified stations/operators
- Conduct periodic meetings of the Planning Committee
- Conduct regular meetings of the ARES membership

#### 5.4.1.2 Qualifications:

- Hold a minimum of a General or higher class Amateur Radio license.
- Be a full member in good standing of the American Radio Relay League (ARRL).
- Completion of the ARRL's Basic Emergency Communications course, EC-001, or equivalent.
- Completion of FEMA Independent Study courses: IS-100, IS-200, IS-700, and IS-800.

### 5.4.2 Assistant Emergency Coordinator (AEC)

Assistant Emergency Coordinators (AECs), along with the EC, comprise the Planning Committee of Tippecanoe County ARES.

Qualifications for TCARES AEC positions are:

- Hold a minimum of a Technician or higher class Amateur Radio license.
- Be a full member in good standing of the American Radio Relay League (ARRL).
- Successful completion of either the ARRL's Basic Emergency Communications course (EC-001), or, TCARES Basic Emergency Communications certification program.
- Successful completion of FEMA Independent Study courses: IS-100, IS-200, IS-700, and IS-800, within 12 months of appointment.

All TCARES AECs are expected to:

- Maintain a TCARES Member Classification status of ACTIVE, as defined in section 5.5.3 of this document
- Attend meetings of the TCARES Planning Committee
- Appoint assistant(s) as needed, with the consent of the EC

#### 5.4.2.1 Assistant Emergency Coordinator for Administration (Administration AEC)

The following are the responsibilities of the TCARES AEC for Administration:

- Maintain TCARES membership records.
- Prepare TCARES membership ID cards for signing by the EC.
- Coordinate with EC and AECs to integrate new members into the organization.
- Keep a database of special skills and equipment useful in emergencies.
- Maintain official files, such as signed local Memorandums of Understanding (MOUs), Standard Operating Procedures, Operational Plans, and other official TCARES forms, guidelines, and documents.
- Maintain a plan to notify members of emergencies and related requirements.
- Coordinate meeting locations for Planning Committee and general membership meetings.
- Keep minutes of all meetings.

#### 5.4.2.2 Assistant Emergency Coordinator for Logistics (Logistics AEC)

The following are the responsibilities of the TCARES AEC for Logistics:

- Establish primary and secondary assembly points for personnel preparing to deploy to a supported disaster area. Advise personnel of assembly points and identify assembly point(s) to be used for particular emergencies.
- Coordinate delivery of water, food, fuel, and other items needed to support deployed personnel.
- Maintain inventory of major equipment items ARES members possess to support deployments, i.e., generators, batteries and specialty antennas. Coordinate maintenance of these records with the Administration AEC.
- Working with the EC, negotiate and manage Memoranda of Understanding with agencies and/or groups that provide communications resources for use by Tippecanoe County ARES during emergency operations.
- Assist and/or coordinate in restoration of communications resources, such as repeaters and other common systems, which fail during emergency operations.
- Routinely test systems owned, managed, or operated by Tippecanoe County ARES.
- Inform EC of any developments related to readiness of common resources.
- Perform those logistics duties defined in specific Operations Plans (OP PLANS).

#### 5.4.2.3 Assistant Emergency Coordinator for Technology (Technology AEC)

The following are the responsibilities of the TCARES AEC for Technology:

- Coordinate technology development and implementation within Tippecanoe County ARES.
- In conjunction with the Operations AEC, prepare Standard Operating Procedures to define technology standards employed by Tippecanoe County ARES.
- Coordinate the efforts of others assigned to specific responsibilities in technology.
- Inform EC of any developments related to the readiness of specialized communications systems employed by Tippecanoe County ARES.
- Assist in the development of strategies for employing digital modes, such as Packet, APRS, D-STAR, PSK31, Olivia, and related modes, in supporting Served Agencies.
- Assist in the development of Standard Operating Procedures to use digital modes in support of Served Agencies.
- Provide technical assistance in configuring digital interfaces and maintaining systems, as required, to support TCARES operations.

#### 5.4.2.4 Assistant Emergency Coordinator for Operations (Operations AEC)

The following are the responsibilities of the TCARES AEC for Operations:

- Serve as Net Manager for all ARES nets. Recruit and train Net Control Stations, alternates, and liaisons. Notify Net Control Stations of rotation schedule for regularly scheduled training nets.
- Establish Standard Operating Procedures (SOPs) for TCARES Net Operations, based on guidelines of the American Radio Relay League (ARRL) and the National Incident Management System (NIMS).
- Establish and maintain liaison with Central Indiana SKYWARN (CISW) and the National Weather Service (NWS) forecast office in Indianapolis.
- Plan and coordinate participation of Tippecanoe County ARES in exercises conducted by the National Weather Service, such as the Severe Weather Awareness Week drill.
- Develop a support plan (OP PLAN) and Standard Operating Procedures (SOPs) in support of served agency requirements, for review and approval by the TCARES Planning Committee.
- Facilitate activation of ARES and SKYWARN nets, as needed, according to TCARES SOPs and applicable OP PLANS.
- Maintain net participation statistics and report at the end of each quarter to the TCARES Planning Committee and TCARES general membership.
- Recruit and recommend member stations to serve as Liaisons and Official Emergency Stations (OES) to the EC.
- Inform EC of any developments related to net operations or NWS activities.

##### 5.4.2.4.1 TCARES Operations AEC is also assigned the following Training responsibilities:

- Prepare a training plan to provide TCARES membership with the basic skills required to carry out the ARES mission.
- Coordinate with other AECs to integrate new members into the organization.
- Prepare and conduct training, in coordination with other TCARES Planning Committee members, as required.
- Encourage TCARES members to take advantage of available training opportunities.
- Conduct and/or arrange a training segment for each TCARES general membership meeting.
- Lead the Planning Committee in developing exercises, to include an annual exercise for TCARES participation in the ARRL Simulated Emergency Test (SET) conducted each October.
- Forward training completion information to the AEC for Administration for entry into membership records.

#### 5.4.2.5 Assistant Emergency Coordinator for Planning (Planning AEC)

The following are the responsibilities of the TCARES AEC for Planning:

- Assist the Operations AEC as Net Manager for all ARES nets. Help recruit and train Net Control Stations, alternates, and liaisons.
- Assist in the establishment of Standard Operating Procedures (SOPs) for TCARES Net Operations, based on guidelines of the American Radio Relay League (ARRL) and the National Incident Management System (NIMS).
- Plan and coordinate participation of Tippecanoe County ARES in exercises conducted by served agencies.
- Develop a support plan (OP PLAN) and Standard Operating Procedures (SOPs) in support of served agency requirements, for review and approval by the TCARES Planning Committee.
- Facilitate activation of ARES and SKYWARN nets, as needed, according to TCARES SOPs and applicable OP PLANS.
- Plan technology development and implementation within Tippecanoe County ARES.
- In conjunction with the Operations AEC, prepare Standard Operating Procedures to define technology standards employed by Tippecanoe County ARES.
- Assist and/or coordinate in restoration of communications resources, such as repeaters and other common systems, which fail during emergency operations.
- Routinely test systems owned, managed, or operated by Tippecanoe County ARES.
- Assist in the planning and coordination of exercises, drills, and other operational readiness activities.

### 5.4.3 Liaisons

A number of functions require designated liaisons to coordinate activities between organizations. The following liaisons have been established for coordination purposes:

#### 5.4.3.1 Liaison to the Tippecanoe County Chapter of the American Red Cross

The following are the responsibilities of the Liaison to the Tippecanoe County Chapter of the American Red Cross:

- Establish and maintain liaison with the senior communications representative for the Tippecanoe County Chapter of the American Red Cross.
- Working with the EC, develop and maintain a Memorandum of Understanding (MOU) with the Tippecanoe County Chapter of the American Red Cross.
- Meet periodically with Red Cross leaders to review plans that involve Tippecanoe County ARES. Discuss mutual areas of interest and how TCARES can augment the communication systems of the Red Cross.
- In conjunction with the Operations AEC, draft an operations plan (OP PLAN) in support of the Red Cross communications requirements, for review and approval by the TCARES Planning Committee.
- Work to include Tippecanoe County ARES participation in exercises and other events conducted by the Tippecanoe County Chapter of the American Red Cross.
- Inform the EC and Planning Committee of any developments related to the Tippecanoe County Chapter of the American Red Cross.
- Maintain records of meetings and conversations with leadership of the Tippecanoe County Chapter of the American Red Cross.

#### 5.4.3.2 Liaison to the Purdue Amateur Radio Club

The following are the responsibilities of the Liaison to the Purdue Amateur Radio Club:

- Establish and maintain contact with leadership of the Purdue Amateur Radio Club.
- Regularly attend Purdue Amateur Radio Club meetings.
- Actively recruit members of the Purdue Amateur Radio Club to participate in Tippecanoe County ARES.
- Actively promote participation of Tippecanoe County ARES members in Purdue Amateur Radio Club activities that enhance the operational readiness of TCARES, to include events such as Field Day and other similar events.
- Working with the Tippecanoe County EC, develop and maintain a Memorandum of Understanding (MOU) with the Purdue Amateur Radio Club for the use of their repeater systems, and other club resources and personnel during training activities and disaster response activities.
- Inform the EC and Planning Committee of any significant developments related to the Purdue Amateur Radio Club.
- Maintain records of meetings and conversations with Purdue Amateur Radio Club leadership.

#### 5.4.3.3 Liaison to the Tippecanoe Amateur Radio Association (TARA)

The following are the responsibilities of the Liaison to the Tippecanoe Amateur Radio Association (TARA):

- Establish and maintain contact with leadership of TARA.
- Regularly attend TARA meetings.
- Actively recruit members of TARA to participate in Tippecanoe County ARES.
- Actively promote participation of Tippecanoe County ARES members in TARA activities that enhance the operational readiness of TCARES, to include events such as Field Day and other similar events.
- Working with the Tippecanoe County EC, develop and maintain a Memorandum of Understanding (MOU) with TARA for the use of club resources and personnel during training activities and disaster response activities.
- Inform the EC and Planning Committee of any significant developments related to TARA.
- Maintain records of meetings and conversations with TARA leadership.

#### 5.4.3.4 Liaison to the Salvation Army

The following are the responsibilities of the Liaison to the Salvation Army:

- Establish and maintain liaison with the senior communications representative for the Salvation Army.
- Working with the EC, develop and maintain a Memorandum of Understanding (MOU) with the Salvation Army.
- Meet periodically with Salvation Army leaders to review plans that involve Tippecanoe County ARES. Discuss mutual areas of interest and how TCARES can augment the communication systems of the Salvation Army.
- In conjunction with the Operations AEC, draft an operations plan (OP PLAN) in support of the Salvation Army communications requirements, for review and approval by the TCARES Planning Committee.
- Work to include Tippecanoe County ARES participation in exercises and other events conducted by the Salvation Army.
- Inform the EC and Planning Committee of any developments related to the Salvation Army.
- Maintain records of meetings and conversations with leadership of the Salvation Army.

## 5.5 Tippecanoe County ARES Membership

### 5.5.1 Minimum requirements for TCARES membership applicants:

- Hold a valid amateur radio license
- Live, work, or spend a considerable portion of time, in Tippecanoe County, Indiana
- Have submitted to the EC, or Administration AEC, a completed and signed Tippecanoe County, Indiana ARES registration form

*NOTE: The meeting of these minimum requirements does not automatically constitute membership in TCARES. Acceptance of applications for TCARES membership is at the sole discretion of the Tippecanoe County EC. Qualified applicants approved for TCARES membership by the EC will be issued TCARES ID cards, in accordance with section 6 of this document.*

### 5.5.2 Member Classifications

In any organization, some members participate in training and officially-sanctioned activities more than others; ARES is no different. TCARES members that meet a set of minimum training and participation requirements are assumed to share a common baseline of procedural knowledge and operating skills. These members form a pool of resources from which the EC can quickly deploy TCARES personnel and know they possess a certain level of operational capabilities.

When filling out the TCARES registration form, potential members should indicate their anticipated level of involvement and participation in the organization by choosing either ACTIVE or RESERVE status. This selection does not commit the person to that particular status indefinitely, but rather provides the EC with an idea of the applicant's intentions with regard to expected involvement in TCARES activities.

#### 5.5.2.1 Definitions of Member Classifications

ACTIVE status is assigned to TCARES members who regularly participate in meetings, training, exercises, and other on-going activities, and who constitute the core group of prepared and ready-to-respond personnel.

RESERVE status designates TCARES members who are willing to help provide communications support in the event of a disaster or other emergency situation, but who do not participate in meetings, training, exercises, and other activities on a regular basis.

### 5.5.3 ACTIVE Status Requirements

All TCARES members are automatically classified as RESERVE until they meet the qualifications for ACTIVE status. TCARES members are assigned ACTIVE status when they meet the following minimum requirements in three areas:

❖ **TRAINING:**

- ARRL EC-001 Basic Emergency Communications Course (copy of certificate of successful completion on file with TCARES, unless exam was administered by TCARES);  
or,
- TCARES Basic Emergency Communications certification program

❖ **MEETING PARTICIPATION:**

- Attendance of at least three (3) regular TCARES meetings (for the general TCARES membership) during the preceding 12 months

❖ **ON-AIR ACTIVITIES:**

- Participation in at least three (3) TCARES training nets every 3 months

#### 5.5.3.1 Maintaining ACTIVE Status:

Once a TCARES member qualifies for ACTIVE status, continued participation in TCARES activities are necessary to maintain that classification. In order to maintain a TCARES status of ACTIVE, members are required to:

- continue to meet minimum requirements for TCARES membership applicants, as defined in section 5.5.1 of this document
- continue to meet the minimum requirements for TCARES meeting attendance and net participation, as defined in section 5.5.3 above
- attend one of the following at least every two years:
  - SKYWARN Spotter training conducted by the Indianapolis office of the National Weather Service; or,
  - severe weather training session conducted by TCARES
- within 12 months of achieving ACTIVE status, successfully complete the following FEMA Independent Study Program Courses, administered by the Emergency Management Institute (copies of certificates of completion on file with TCARES):
  - IS-100.a Introduction to Incident Command System (ICS); and,
  - IS-200.a ICS for Single Resources and Initial Action Incidents; and,
  - IS-700.a National Incident Management System (NIMS); and,
  - IS-800.b National Response Framework, An Introduction

- participate annually in at least one TCARES exercise. Qualifying TCARES exercises may be held in conjunction with these annual events:
  - ARRL Simulated Emergency Test (SET) in October
  - NWS Statewide Tornado Test during severe weather awareness week in March
  - ARRL Field Day\* in June

\* Although TCARES does not operate as a separate club or group for Field Day, individual member participation in this annual event is highly encouraged. Active members who participate in significant Field Day operations can count it as a qualifying TCARES exercise, but only once every three years.

ACTIVE status members who fail to meet these requirements may be reclassified as RESERVE, pending individual review and reassessment by the EC.

#### 5.5.4 Qualification Waiver and Amendment Authority

The EC reserves the right to waive certain eligibility qualifications or activity requirements, or impose additional ones, on an individual basis, in order to support TCARES in a way that best serves the ARES mission.

## **6. ID Card Policy**

This policy covers the issuance and use of Tippecanoe County ARES Identification Cards (TCARES ID).

### **6.1 Issuance and Revocation**

A TCARES ID card (TCARES Form ID-224A) is issued to a TCARES membership applicant who has met the minimum requirements listed in section 5.5.1 of this document, and has been accepted for membership in TCARES by the Tippecanoe County EC. Official membership in Tippecanoe County ARES is indicated by possession of a valid TCARES ID card.

As sole authority for acceptance of members and issuance of TCARES ID cards, the Tippecanoe County EC also reserves the right to permanently revoke or temporarily suspend any TCARES membership, with or without cause, at any time. Individuals are to immediately return their TCARES ID card to the EC, or Administration AEC, upon notification that their TCARES membership has been revoked or suspended.

### **6.2 ID Card Features**

TCARES ID cards feature a picture of the member, member classification, expiration date, TCARES staff position (if applicable), unique TCARES Identification Card Number, and the hand-written signature of the Tippecanoe County EC. Permanently sealed in lamination when issued, it is checked against the member's government picture ID and FCC amateur radio license for validity. No background check is conducted by TCARES or the ARRL.

The TCARES ID card (TCARES Form ID-224A) supersedes and replaces the ARRL FSD 224 card for official recognition of Tippecanoe County ARES members. Validity can be checked by noting the card's unique features and expiration date. Further verification of an individual's membership status can be made by contacting the EC, or Administration AEC.

### 6.3 Background

In their efforts to prepare for the possibility of activations, both on the scale of post-9/11 and smaller, recurring natural disasters, Tippecanoe County ARES members are working to prepare themselves for possible use by public safety or service agencies. One useful tool is the TCARES ID card, which may allow quicker access to sites and reduce wait times. However, since ID card acceptance is a very sensitive issue with many of the organizations we assist, this policy was developed to define the use and scope of the TCARES ID card by TCARES members.

### 6.4 Use of TCARES ID Cards

- a) TCARES members may only use the TCARES ID card to carry out specific missions assigned by the TCARES leadership. The TCARES ID card is not to be used to attempt entry to sites where TCARES assistance has not been officially requested. TCARES members are not first responders.
- b) Please be aware that certain agencies and organizations with which TCARES or the ARRL has a Memorandum of Understanding may require additional identification be issued to you, including the completion of background checks. The TCARES ID card cannot waive any of those additional requirements.
- c) TCARES members must always be prepared to present official government picture identification, as well as a valid FCC amateur radio license. Please be aware that failure to do so may result in TCARES members being denied access to locations where we have been asked to assist.
- d) If security personnel at a mobilization deny you entry, you must comply immediately and withdraw. Your TCARES ID card does not confer any rights or privileges to you.
- e) The TCARES ID card remains the property of Tippecanoe County ARES, and must be surrendered upon request by the EC.
- f) The TCARES ID card has an expiration date on it. Please contact the EC, or Administration AEC, for renewal before the expiration date, and do not use it after it expires. An expired TCARES ID card may be kept as a souvenir by the individual, provided no attempt is made to alter or duplicate it, or use it as official identification past the expiration date.

### 6.5 Field (emergency) Issuance of Temporary ID Cards

TCARES ID cards are issued under two programs: normal issuance, and field (emergency) issuance. The normal issuance allows for reasonable preparation and delivery time using digital technology by the authorized TCARES leadership. Emergency issuance is only to be used in the field where TCARES ID cards must be issued expeditiously, and will only be valid for the expected duration of TCARES operations in support of an event. All field-issued TCARES ID cards must be returned to

the EC, or Administration AEC, when the member/appointee leaves to no longer participate in the event, or TCARES support operations end for the event, whichever occurs first.

### 6.5.1 Comparison of Both Programs

Only the EC, and by proxy, the Administration AEC, can issue TCARES ID cards. Both normal and field-issued TCARES ID cards are to utilize identical formats, except that field issuances may or may not include pictures. Additionally, the approving TCARES official may fill in the member's name and other pertinent data by hand. Appointees/Members must present their government picture ID (i.e., state issued driver's license or Passport), and their FCC amateur radio license, before being given their TCARES field-issued ID card. There are no exceptions to this requirement. TCARES will strive for a consistent, professional look to allow easy recognition by site security personnel with previously supplied examples.

### 6.5.2 Recognition by Security Personnel

Security personnel will only honor those IDs that have been approved by their agency/site leadership, so pre-approval is very important. Pre-approval is accomplished by submission of TCARES credentials in response to a formal request for assistance, although this process may be accomplished in very little time. TCARES members will not be sent to a secure or sensitive site to attempt entry without prior authorization.

## 7. Release Information

The Assistant Emergency Coordinator for Administration is the maintainer of this document.

The date of publication for this document is 08 APR 2010.

Change log:

08 APR 2010	Updated Local Organization (Section 5.3).
03 JAN 2010	Added Assistant Emergency Coordinator for Planning (Section 5.4.2.5). Updated ACTIVE Status Requirements (Section 5.5.3) and Maintaining ACTIVE Status (Section 5.5.3.1). Updated Local Organization (Section 5.3).
09 MAY 2009	Added Liaison to the Salvation Army (Section 5.4.3.4).
02 MAY 2009	Date of first publication.