

## **Clallam County ARES AEC (Assistant Emergency Coordinator) Duties:**

Train and mentor ARES members who are part of the local ECC Team to activate and supervise the operation of the ECC.

Maintain current software configuration on the ECC laptop including yet not limited to RMS Express, FLdigi, CHIRP and other radio programming applications.

Keep EC informed of ECC issues, personnel situations, equipment problems, etc.

Coordinate with the COM-T to provide equipment maintenance, upgrades; report to the COM-T any equipment problems that require repairs or replacements

Maintain a current inventory of the ECC and make that available to the County EMD.

Recruit new members for ARES and for the working team of your ECC.

Provide access to the ECC for operations, training, maintenance, etc.

Provide short reports on ECC status during Advisory Committee and General ARES meetings.

Check in regularly to training and operational radio nets.

Maintain good working relationship with the ECC host organization.

Ensure cleanliness and safety of the ECC, and report problems to the station host (e.g., Fire Department) of problems beyond your control.

If your ECC or back up ECC requires maps, ensure that they are up to date and readily available.

---

The material below the line came from the ARRL Emergency Coordinator (EC) Manual.

### **2.7 • Assistant Emergency Coordinator (AEC)**

AECs are selected and appointed by the EC. Each EC may have as many AECs as required to effectively manage the ARES unit. Possible duties of an AEC will be discussed in the following chapter.

The AEC is strictly a local appointment, sometimes made on an ad hoc basis, and, consequently, does not require ARRL membership or SM/SEC approval, or notification to ARRL HQ.

### **3.6 • Duties Delegated to AECs**

As an EC, you may appoint as many AECs as you need to provide additional leadership in your area. The AECs then become your emergency planning committee. There are four main categories of AECs: Operations, Administrative, Liaison, and Logistics. Below are some typical assignments you might give your AECs:

#### **Operations AEC**

- \*Net Manager for specific ARES nets
- \*Net Control Station for specific ARES nets
- \*Coordinator for ARES activities on a specific band
- \*AEC for packet radio/PBBS and/or digital modes
- \*Assembly point coordinator
- \*Operational assistant to EC during disasters
- \*Coordinator for subdivision of EC area
- \*"Team Captain" of ARES subgroup
- \*Novice AEC to encourage their participation

### **Administrative AEC**

- \*Recruiting
- \*Public relations
- \*Personnel records
- \*Equipment inventory
- \*Training
- \*Reports

### **Liaison AEC**

- \*Maintaining contact with assigned agencies
- \*Maintaining liaison with NTS
- \*Maintaining liaison with adjacent ECs

### **Logistics AEC**

- \*Transportation
- \*Supplies—food, fuel, water, etc.
- \*Equipment—generators, batteries, antennas
- \*Repeater restoration—if damaged by disaster

Note: AECs may have both a pre-disaster phase assignment and a different assignment during disaster operations.

The general duties of any AEC should include:

- 1) Informing the EC of any developments in their region of responsibility.
- 2) Keeping records, the EC deems necessary on their assignments and updating the records regularly.
- 3) Participating in as many ARES activities as possible.
- 4) Keeping the members of their assignment informed of ARES activities.