Administration

Response Team Organization

1. Introduction

This document outlines the organization and structure of ARES® Response Teams. These teams are created to provide qualified amateur radio operators supporting served agencies within a geographic area or a specific facility such as a hospital or emergency communications facility.

2. Responsibilities

The Assistant Emergency Coordinator for Response Teams is responsible for maintaining this procedure and for coordinating the execution of these instructions.

3. Related Publications

ADM 1-1   Gwinnett County Georgia ARES® Organization Structure

ADM 1-2   New Member Assimilation

LOG 1-2   Alerting and Activation

LOG 1-3   Support Assignment Process

LOG 3-1   Facility Survey

4. Definition of Terms

AEC   Assistant Emergency Coordinator

ARES®   Amateur Radio Emergency Service® (ARES® and Amateur Radio Emergency Service® are registered service marks of the American Radio Relay League.)

EOC   Emergency Operations Center

5. Guideline

5.1.   Team Leadership

The AEC for Response Teams shall appoint Response Team Leaders to recruit, organize and train team members. Response Team Leaders should select an alternate to assume the responsibilities of the team in the event that the Team Leader is unavailable. Team Leaders and/or their alternates should attend all Response Team meetings scheduled by the AEC for Response Teams.

5.2.   Service Areas

Response teams will be organized to support either a geographic area (zones) or a specific facility such as a hospital or Emergency Operations Center. Although teams will be designated as the primary ARES® support for a particular zone or facility, conditions may dictate that resources be assigned to other locations to provide the necessary level of support and staffing. All active Gwinnett

ARES® members will be assigned to a Response Team based on their home location or specific skills they possess.

5.2.1. Zone Teams

Zone Teams shall be organized to serve a specific geographic area. The initial Zone Teams may serve a larger area until the number of teams increase. The primary location for each zone shall be a Gwinnett County Fire Station located within the zone. The team may operate from the designated Fire Station, but may be called upon to operate from one or more additional locations within the zone. Examples of other locations can be schools, churches, parks, libraries or any facility which may serve as a shelter or a nearby location to an event.

5.2.2. Facility Teams

Facility Teams shall be organized to support specific facilities such as hospitals or Emergency Operations Centers.

5.3. Resources and Capabilities

Response Teams shall develop and maintain communications capabilities in as many modes as possible to provide reliable communications in the event of an emergency. Where possible, teams should develop and maintain communications capabilities and the necessary equipment for operation on HF, VHF and UHF frequencies. Modes supported may include voice, CW, Packet, PSK31 and other appropriate digital modes.

5.4. Training

Response Team leadership and all team members should, at a minimum, complete the Gwinnett County Basic Skills Test. Once completed, an official picture ID for Gwinnett County ARES® will be issued to the team member.

Other desirable training includes the ARRL Emergency Communications Courses (EC-001, EC-002, EC-003) and courses of the Red Cross. Training and experience on different communications modes may be gained through team activities and exercises.

Team Leaders should conduct periodic exercises to simulate emergency deployment, setup, message handling and communications skills.

5.5. Record Keeping

Each Team Leader should maintain information on their Response Team. Information should include name, address, all telephone numbers, training completed and modes of operation. The information should be recorded on the form in Appendix A of this document. A copy of the most current team information should be provided to the AEC for Response Teams at all times.

5.6. Site Surveys

Each Response Team should conduct a pre-activation site survey of the principal Fire Station and any known locations within the zone where the team may be deployed to ensure preparedness and familiarity with sites. Examples of other potential locations include schools, churches, libraries, parks and medical facilities. The procedure and forms for the site surveys are contained in the document, Facility Survey (LOG 3-1), of the Gwinnett ARES® standard operating procedures. Post-activation surveys should be conducted when deploying to a location to obtain current information applicable to the specific event.

5.7.   Activation

In the event of an emergency, Response Teams will be activated according to the procedure outlined in LOG 1-2, Alerting and Activation. Response Team Leaders should familiarize all team members with this procedure. Alternate plans and predetermined meeting locations should be developed for use in the event of failure of normal communications.

6. Release Information

John Davis. WB4QDX, Assistant Emergency Coordinator for Response Teams, is the author of this document. The date of publication and initial release of this document is May 27, 2003.

Response Team Information Form

Response Team: _____

Address: _____

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Team Leader		**Alternate Team Leader**	
Name	Callsign	Name	Callsign
Address		Address	
City, State Zip		City, State Zip	
Home Phone		**Home Phone**	
Business Phone		**Business Phone**	
Cell Phone		**Cell Phone**	
Pager		**Pager**	
Primary email		**Primary email**	
Other email		**Other email**	
SMS email		**SMS email**	
Other comm		**Other comm**	

Response Team Members

Name	Callsign		
		Home Phone	
Address		**Business Phone**	
City, State Zip		**Cell Phone**	
		Pager	
Capabilities:		**Primary email**	
		Other email	
		SMS email	
		Other comm	

Name	Callsign		
		Home Phone	
Address		**Business Phone**	
City, State Zip		**Cell Phone**	
		Pager	
Capabilities:		**Primary email**	
		Other email	
		SMS email	
		Other comm	

Name	Callsign	Home Phone
Address		**Business Phone**
City, State Zip		**Cell Phone**
		Pager
Capabilities:		**Primary email**
		Other email
		SMS email
		Other comm

Name	Callsign	Home Phone
Address		**Business Phone**
City, State Zip		**Cell Phone**
		Pager
Capabilities:		**Primary email**
		Other email
		SMS email
		Other comm

Name	Callsign	Home Phone
Address		**Business Phone**
City, State Zip		**Cell Phone**
		Pager
Capabilities:		**Primary email**
		Other email
		SMS email
		Other comm

Name	Callsign	Home Phone
Address		**Business Phone**
City, State Zip		**Cell Phone**
		Pager
Capabilities:		**Primary email**
		Other email
		SMS email
		Other comm