Logistics

Support Assignment Process

1. Introduction

A key part of activating the Amateur Radio Emergency Service® (ARES®) is how to assign personnel to locations where they are needed. Also important is the preparation of personnel for assignment if they are not familiar with Gwinnett ARES® operating plans and procedures. A strategy must be in place to rapidly train and assign personnel to needed areas of service. This document will outline that process.

2. Responsibilities

The Logistics Coordinator is responsible for maintaining this procedure and for coordinating the execution of these instructions.

The Assistant Emergency Coordinator (AEC) for Response Teams is responsible for keeping the Logistics Coordinator advised of Response Team status and their availability for deployment. This includes combining teams that need augmentation and assigning transient operators after they are trained and briefed.

The AEC for Training is responsible providing materials used to certify transient amateur radio operators who may come into Gwinnett County to assist in emergency and disaster operations.

The AEC for Administration is responsible for provided temporary ID badges for all transient amateur radio operators once training has been completed.

All ARES® members are responsible for following the instructions of this procedure.

3. Related Publications

LOG 1-2   Alerting and Activation

LOG 1-4   Initial Briefing

NET 1-3   Net Frequencies

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.)

EC   Emergency Coordinator

EOC   Emergency Operations Center

5. Guideline

5.1. Staging

Response Teams will assemble at their designated staging area. Staging areas for each Response Team should be determined by the Response Team Leader and the team members. The location should be convenient to the locations of its members to minimize the distance they must travel should be travel be impaired by the situation. This distribution also minimizes response times to locations in the vicinity of the team's location. The Response Team Leader or a designated team member shall maintain communications with the AEC for Response Teams and Logistics Coordinator via the Logistics Net and provide a staffing/capabilities report. This report should reflect percentage of personnel available and modes of communications available. The form contained in Appendix A should be used to maintain the status of Response Teams or this form may be transferred to a status board maintained by the Logistics Coordinator.

5.2. Assignment Requests

Requests for assistance will be originated by the Served Agency. Requests will be processed through the liaison assigned to the Served Agency and should include the location address or other location identification as well as the Served Agency contact at the location to be supported. Once the request is validated, it will be forwarded to the Logistics Coordinator via the Logistics Net. The request will include all location information available as well as net channel assignment to be used once on site.

5.3. Request Processing

The Logistics Coordinator will dispatch the Response Team best prepared to support the request that is closest to the requested assignment location. In the case of locations with designated Response Teams, the assigned Response Team will respond, i.e., the EOC Response Team.

5.4. Response Team Reporting

The responding team shall notify the Logistics Coordinator of their arrival using the Logistics Net and report to the contact person provided at the time of their assignment. The team shall activate their operation as rapidly as possible to support the Served Agency and immediately enter their designated net.

5.5. Transient Operators

All transient operators will be provided training during the Initial Briefing on Gwinnett ARES®' operating practices as well as the information defined in LOG 1-4, Initial Briefing. Once this is completed, temporary identification badges will be issued to those assigned to specific response teams or other supporting functions. ID badges will be provided by the AEC of Administration who will maintain a log of all Transient Operators and ID badges issued.

6. Release Information

Stan Edwards. WA4DYD, Emergency Coordinator, is the author of this document.

The date of publication for this document is June 18, 2004, and revises the document to reflect processing of transient operators.

APPENDIX A

Response Team Status Form

Response Team Status

Team Designation	Capabilities				Assigned (Y/N)	Tactical Call	Location	Notes
	VHF/UHF	HF	Packet	ATV				