

## **Administration**

### **Index of Operations Plans and Standard Operating Procedures**

1. Introduction

To provide a basis for carrying out the mission of the Gwinnett County, Georgia Amateur Radio Emergency Service (ARES), a series of Operation Support Plans and Standard Operating Procedures have been developed. It is necessary to maintain an index of those documents. This document serves as that index.

2. Responsibilities

The various functions within the Gwinnett ARES are responsible for developing and maintaining the documents indicated within this index.

3. Related Publications

None.

4. Definition of Terms

**ARES**      Amateur Radio Emergency Service

5. Index

5.1.    Operations Support Plans

- OP PLAN 100    Support Plan for National Weather Service SKYWARN (4/1/02)
- OP PLAN 200    Support Plan for Gwinnett County Emergency Management (TBD)
- OP PLAN 300    Support Plan for Gwinnett County Red Cross (TBD)
- OP PLAN 900    ARES Training – General (TBD)

5.2.    Standard Operating Procedures

5.2.1.    Administrative Procedures

- ADM 0-1      Index of Operating Plans and Standard Operating Procedures (In Process)
- ADM 0-2      Amateur Radio Emergency Service Acronyms and Definitions (In Process)
- ADM 0-3      Amateur Radio Emergency Service Related Documents (In Process)
- ADM 1-1      Gwinnett County Georgia Amateur Radio Emergency Service Organization Structure (2/26/02)
- ADM 1-2      New Member Assimilation (TBD)

ADM 1-3 Web Site Administration (TBD)

5.2.2. Logistics Procedures

LOG 1-1 Alerting and Activation (TBD)  
LOG 1-2 Assembly Point(s) (TBD)  
LOG 1-3 Support Assignment Process (TBD)  
LOG 2-1 Supply Support (TBD)  
MCV 1-1 MCV Maintenance (TBD)  
MCV 2-1 Driver Instructions (TBD)  
MCV 2-2 Operation Setup (TBD)  
MCV 2-3 Operational Maintenance (TBD)

5.2.3. Operating Procedures

NET 1-1 Net Management (NCS selection/appointment, activity reporting) (In Process)  
NET 1-2 Net Operation (regular, alert, SKYWARN, emergency) (In Process)  
NET 1-3 Net Liaison Activities (designation, responsibilities) (TBD)

6. Release Information

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The date of publication for this document is May 4, 2002, and is the initial release.