

CCARC EMERGENCY RESPONSE POLICY

1. **PURPOSE:** This policy identifies the roles and responsibilities assigned to members of the Clark County Amateur Club (CCARC) when called upon to support communications for emergency, disaster or other needs of Clark County. This could occur when normal amateur radio volunteer resources such as CCARES/RACES, EYEWARN and Community Emergency Response Teams (CERT) are saturated with tasking and need augmentation of people or resources. This policy establishes the position of the CCARC Emergency Response Coordinator (ERC).

2. **BACKGROUND:**

A. As authorized by the US Code Title 47, Part 97 - Amateur Radio Service, §97.1 Basis and Purpose states "Recognition and enhancement of the value of the amateur service to the public as a voluntary non-commercial communication service, particularly with respect to providing emergency communications."

B. Additional amateur radio services beyond recognized organizations such as CCARES/RACES, EYEWARN or CERT requirements may be requested by Clark Regional Emergency Service Agency (CRESA) as needed such as to support non-credentialed customers. Possible use would be to cover reporting from "vulnerable population" locations or other required activities. This additional support would normally not involve augmentation of ARES/RACES in agency locations where background checks or other credentialing requirements are required for entry such as hospitals and law enforcement agencies.

C. Prior to starting work, volunteers will be enrolled into the county emergent/spontaneous volunteer program or other tracking system as determined by CRESA.

3. **POLICY:**

A. The Club President will appoint an Emergency Response Coordinator (ERC) who is familiar with the responsibilities and processes contained herein.

B. The Club President or designated representative will receive a Request for Assistance (RFA) from CCARES or CRESA that personnel, supplies or equipment resources are needed to support emergency communications in the county. The request could be for licensed amateurs or club physical resources to fulfill the need. The President shall contact the ERC to coordinate the response.

C. The ERC will identify the specific materials and personnel requested and coordinate their availability with the General and Operating Directors as necessary.

D. The General Director will maintain an accurate inventory of club property from which to draw and will coordinate the physical resources requested. This equipment list should be updated twice a year and be provided to the ERC in such a way that it can be utilized offline.

E. The Operations Director (or designated person) will maintain data and information on volunteers to enable the ERC to contact and recruit members for operational needs. This information should be updated twice a year and be provided to the ERC in such a way that it can be utilized offline.

F. Club members may indicate their willingness to volunteer each year in an annual survey of the members conducted in January.

G. The Club Membership roster database will identify club members that are willing to offer their services. This information will be maintained by and recorded in the membership database. The membership Green Book should be annotated to show the members response responsibilities. e.g. "C" for club emergency, "A" for ARES, and "E" for EYEWARN .

H. The ERC will identify requested location(s) and ensure appropriate transportation to and from the tasked sites as needed.

I. If the situation warrants, the ERC may operate a club radio net to distribute information to the club members.

J. At the end of the event, the ERC will ensure that club personnel are accounted for and equipment is returned to storage. Missing or damaged equipment should be identified. Additionally, the ERC should coordinate an after action report to be written to document the event.

K. The ERC will annually review and validate this policy and associated supporting processes. The review will occur after the club elections and annual board planning meeting. The validation will occur through an exercise which may be scheduled in conjunction with an activity such as Field Day or done as a tabletop exercise.

3. OTHER CONSIDERATIONS:

A. The club will strive to have the club roster maintained in a downloadable database with location data that could allow for design of a notification tree and deployment based on proximity.

Attachment 1 – Flow diagram

Attachment 2 – Event checklist (to be published by the ERC)

Revision 1 approved 31 March 2021 by the CCARC Board of Directors

Attachment 1 to CCARC ERC Policy – flow diagram

