**Comanche County**

**Amateur Radio Emergency Services**

**Duties and Responsibilities**

June 5, 2022



**Amateur Radio Emergency Service® (ARES)**

Comanche County, Oklahoma

**Record of Changes**

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**Glossary**

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| --- | --- |
| AEC | Assistant Emergency Coordinator |
| ARCT | Amateur Radio Communications Team |
| ARES | Amateur Radio Emergency Service |
| ARO | Amateur Radio Operator |
| ARRL | American Radio Relay League |
| ATL | Assistant Team Leader |
| CCARES | Comanche County Amateur Radio Emergency Service |
| CERT | Community Emergency Response Team |
| CRT | Communications Response Team |
| DEC | District Emergency Coordinator |
| EC | Emergency Coordinator |
| EOC | Emergency Operations Center |
| FCC | Federal Communications Commission |
| FEMA | Federal Emergency Management Agency |
| ICS | Incident Command System |
| OES | Official Emergency Station |
| RMS | Remote Mail Server (the component in the Winlink 2000 system) |
| SEC | Section Emergency Coordinator |
| SM | Section Manager |
| TL | Team Leader |

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# Introduction

This section of the Resource Guide enumerates the duties, responsibilities, and training requirements for members and leaders of the organization. During the response to activation, these duties and responsibilities may be augmented to meet the communications needs of a served agency.

# Membership

Membership in the ARES organization is to be open to all licensed amateur radio operators who have an interest and a desire to provide communications that aid the operations of the served agencies and which provide support to the general welfare of the public. The EC’s and AEC’s are given the latitude to address acceptance or non-acceptance of amateurs seeking ARES membership based on their judgment as to what is best for the total organization. Additional qualifications or requirements for membership beyond those identified by the ARRL that may be invoked however must never be arbitrary or capricious or hinder the basic operation, purpose, and availability to all amateurs of the ARES and membership in it.

We want members to be active contributing members. As such, these requirements have been developed:

1. Minimum attendance at meetings: 1 per quarter
2. Must act as Net Control once per year or operate Net Control (backup or scribe) at any Comanche County ARES event twice a year.
3. Must support the Comanche County community in some form:
* Participate in one of the following: Net Control/Scribe, bike events, outreach table;
* Manage Resource Net (use ICS-211 Check-in Log) to record participants;
* Manage Tactical Net (use ICS-214 Activity Log) to document event activities, and;
* Assist in the planning and/or logistics of community events.
1. Must support a minimum of four (4) Comanche County ARES events/training/exercises per year/one per quarter).
2. Must have completed ICS-100, ICS-200, ICS-700, ICS-800, and EC-001 within 6 months of becoming a member.
3. Serving in a Comanche County ARES-sponsored community event role (such as participating in a display promoting Comanche County ARES, swap fest, or city/county event) will count toward participation.
4. Anyone under 18 years old is encouraged to join but must be accompanied by a parent or guardian for any Comanche County ARES events, training, or meetings.

# Member

## Commitment

### Be Prepared

#### Each member is responsible for their preparedness and for enhancing their abilities to respond to an emergency or disaster.

### Support the Mission

#### Respond to duty when the organization is activated.

#### Become acquainted with the served agency supported by your team or those agencies located within your team’s geographical boundaries.

#### Become and remain proficient in the radio systems and protocols needed to support the agencies served by the team and the organization.

### Be Active

#### Check in to the group and team radio nets.

#### Attend group and team meetings.

#### Participate in group and team training, drills, and exercises.

#### Volunteer to help with projects and other activities of the organization.

### Keep Learning

#### Continually enhance individual emergency communications skills.

#### Remain current in all required academic and proficiency training.

#### Participate in continuing education via emergency/disaster training courses.

#### Let your Team Leader know about any personal needs for additional training.

### Communicate

#### Keep in regular touch with other members using multiple methods of communications (in-person and virtual meetings, radio, email, phone, etc.).

#### Keep your Team Leader informed of any changes in your availability to respond.

### Help Others

#### Members in leadership positions and experienced members are expected to mentor new and less experienced members.

#### Volunteer to teach skills, protocols, and techniques to others.

## Professionalism

### Help ensure that all activities of the organization are conducted safely.

### Act and dress professionally when representing the organization.

### Understand the organization’s role in emergency communications and the roles and responsibilities of the organization’s leadership.

### Maintain respect for the organization with government officials, served agencies, fellow members, the amateur radio community, and the general public.

## Core Competencies

### Prepare for Deployment

#### Be ready to respond whenever the organization is activated.

#### Create and maintain a minimum 96-hour emergency kit containing appropriate personal survival and comfort needs.

#### Periodically confirm that your radio equipment is in working order. Pack fresh spare batteries.

#### Acquire an Operating Aid and keep it up-to-date.

#### Make extra copies of messaging and other forms needed for deployment.

### Your equipment should use or easily adapt to, the Anderson Power Pole connector standard.

### When possible, build and maintain a “Radio Go Kit” for portable use.

#### Radio, power source, coax, and antenna.

#### Portable computer and equipment for digital data modes (optional, but recommended).

#### Become proficient at operating personal radio equipment.

### Deployment

### Keep your credentials (FCC License, Emergency Worker, and Served Agency) current, and take them with you.

### Possess an appropriate organization vest and (optional) cap.

### Deploy with adequate administrative supplies (forms, paper, pencil/pens, etc.).

### Activate a Station

### Power ON the amateur radio station at a served agency.

### Set up a portable amateur radio station at a designated location.

### Erect antennas, position radios and connect the power.

### Test radio operation on assigned frequencies.

### Report your operational capability to your Team Leader and the Net Control Station.

### With other members, sustain communications capabilities over one or more operational periods.

### Send/Receive Messages

### Coordinate with your Team Leader and the Net Control Station on the assigned frequencies.

### Send and receive voice and/or digital data messages as required.

### Maintain an accurate message log (ICS Form 213).

### Demobilization

### Follow the protocols for demobilization implemented by the served agency.

### Notify your Team Leader upon your return home (or other post-event location).

### After Action Reports

### Following each drill, exercise, and response, submits promptly your message log and an appropriate After Action Report to leadership summarizing personal accomplishments and areas of improvement (with recommended solutions).

## Training

### Mandatory:

#### Training required by the served agency which the member’s team supports.

#### EC-100 – Introduction to Emergency Communications

#### IS-100 – Introduction to the Incident Command System

#### IS-200 – Basic Incident Command System for Initial Response

#### IS-700 – An Introduction to the National Incident Management System

#### IS-800 – An Introduction to the National Response Framework

#### IS-317 – Introduction to Community Emergency Response Team (CERTs)

#### IS-315 – CERT and the Incident Command System (ICS)

### Desirable: NA

### Notes:

#### Report all new training certificates to the EC, AEC-Administration, or other designated leader, within two (2) weeks after receipt.

#### Training course requirements identified in this Resource Guide may be waived if the individual has obtained and can demonstrate the equivalent knowledge, skills, and abilities.

# Team Leader (TL), Assistant Team Leader (ATL)

## General

### Manage the overall preparedness and response activities of their team.

### Team Leader (TL)

#### Report to the EC or other leader as assigned.

#### Select, appoint, and train at least one Assistant Team Leader.

### Assistant Team Leader (ATL)

#### Report to the Team Leader.

#### Assist the Team Leader in all matters assigned.

#### In the absence of the Team Leader, perform the duties of the Team Leader.

### Maintain the Commitment, Professionalism, and Core Competencies required of all members.

## Responsibilities

### Served Agencies

#### Maintain a current list of served agency contacts.

#### Sustain healthy working relationships with existing served agencies.

#### Periodically meet with served agency officials.

#### Discuss current/future emergency communications support needs and the operational protocols of the served agency.

#### Identify training and exercise opportunities.

#### Become familiar with the served agency facilities and existing/possible radio/antenna installations.

#### Share served agency updates with team members and the EC.

### Drills, Exercises, and Responses

#### Share pertinent information with team members as it becomes available.

#### Maintain communications with all team members beginning from the time they are activated, and other members of the organization that deploy to a designated team site, until they return home.

#### At the end of each event, and promptly:

#### Collect individual member logs and After Action Reports.

#### Generate a team After Action Report summarizing accomplishments and areas of improvement for the team (with recommended solutions).

#### Submit all forms to the EC or other leader as assigned.

### Team Management

### Regularly, coordinate with team members to ensure that they continue to meet the Commitment, Professionalism, Core Competencies, and Training standards as enumerated in the “Duties and Responsibilities – Member” section of this Resource Guide.

### Record and monitor the collective capabilities and resources of the team and provide regular updates to the EC regarding any changes to response availability.

### Escalate all personnel issues, including inactivity, as necessary. Suggest changes in membership status to the EC.

### Reporting

### Ensure that the team is represented at all Team Leader meetings by someone knowledgeable about the status of current team activities and projects.

### Submit a monthly report of team activities to the EC.

### Report areas of concern to the EC.

## Best Practices

### Recruit additional team members.

### When a new member joins the team, ensure they are given an orientation to the position, the team, and the organization.

### Establish and practice multiple activation methods to ensure the ability to reach all personnel.

### Coach members in methods of being prepared for activation and deployment.

### Establish and monitor goals and objectives for each member.

### Arrange for team member training on all mission-critical equipment.

### Establish a weekly “on-air” radio net for the team.

### Ensure that all team members have the opportunity to be net control operators for the organization’s Information and Training Net.

### Conduct a bi-monthly team training, drill, or exercise.

## Training

### Mandatory:

#### Training required by the served agency which the member’s team supports.

#### AARL EC-100 – Introduction to Emergency Communications

#### IS-100 – Introduction to the Incident Command System

#### IS-200 – Basic Incident Command System for Initial Response

#### IS-700 – An Introduction to the National Incident Management System

#### IS-800 – An Introduction to the National Response Framework

#### IS-317 – Introduction to Community Emergency Response Team (CERTs)

#### IS-315 – CERT and the Incident Command System (ICS)

#### Satisfactory completion of supplemental training appropriate for the position.

### Desirable: NA

# Emergency Coordinator (EC), Assistant Emergency Coordinator (AEC)

## General

### Manage the overall preparedness and response activities of the organization.

### Emergency Coordinator

#### Report to the Emergency Operation Center (EOC) of Comanche County.

#### Another served agency or an incident commander as sanctioned by EOC or Oklahoma State.

#### Select, appoint, and train at least one AEC/ARO.

### Assistant Emergency Coordinator

#### Report to the EC.

#### Assist the EC in all matters assigned.

#### In the absence of the EC, performs the duties of the EC.

### Maintain the Commitment, Professionalism, and Core Competencies required of all members.

## Responsibilities

### Served Agencies

#### Sustain healthy working relationships with existing served agencies and establish working relationships with newly served agencies.

#### Represent the organization at presentations and meetings.

#### Coordinate with the public and providers as needed to prepare for effective emergency and disaster communications.

#### Monitor the health of the served agency relationships overseen by each Liaison.

### Drills, Exercises, and Responses

#### Ensure that the organization conducts an ample number of exercises each year so that members are well prepared for emergency/disaster activation.

#### Establish and practice multiple activation methods to ensure the ability to reach all personnel.

#### Ensure that all members are informed about activities promptly.

#### Ensure that all evaluated activities are followed by corrective action for identified areas of improvement.

### Management

#### As needed, appoint Assistant Emergency Coordinators, Team Leaders, and other leadership personnel. Review their performance at least quarterly.

#### Review and approve/reject appointment recommendations made by all levels of organizational leadership.

#### Establish minimum core competencies for all members.

#### Ensure that the organization maintains a complete inventory of equipment that is owned and/or overseen by the organization.

#### Establish and maintain working relationships with message handling organizations (NTS, ARRL, etc.).

####  As needed, convene a Planning Committee to discuss organizational issues and personnel matters.

### Member Training

#### Ensure that sufficient basic, intermediate, and advanced readiness and communications training opportunities are available to members.

#### Ensure that all members are proficient at operating agency-owned fixed and portable equipment and personal equipment which may be deployed as part of a communications incident response.

## Training

### Mandatory:

#### Training required by the served agency which the member’s team supports.

#### AARL EC-100 – Introduction to Emergency Communications

#### ARRL EC-016 – Public Service & Emergency Communications Mgt.

#### IS-100 – Introduction to the Incident Command System

#### IS-200 – Basic Incident Command System for Initial Response

#### IS-700 – An Introduction to the National Incident Management System

#### IS-800 – An Introduction to the National Response Framework

#### IS-317 – Introduction to Community Emergency Response Team (CERTs)

#### IS-315 – CERT and the Incident Command System (ICS)

#### IS-230 – Fundamentals of Emergency Management

#### IS-235 – Emergency Planning

#### IS‐240 – Leadership & Influence

#### IS-241 – Decision Making & Problem Solving

#### IS-242 – Effective Communications

#### IS-244 – Developing & Managing Volunteers

#### IS-288 – Role of Voluntary organizations in Emergency Mgt.

#### IS-2200 – Basic Emergency Operations Center Functions

### Desirable: NA

# Official Emergency Station (OES)

## General

### The OES is appointed by the Section Manager (SM) or Section Emergency Coordinator (SEC) at the recommendation of the EC, or DEC holding jurisdiction.

### The OES is appointed to carry out specified functions and assignments designated by the EC.

### The OES appointee and presiding EC will develop a responsibility plan for the individual OES appointee that makes the best use of their skills and abilities.

### The OES appointee is expected to participate in planning meetings, and post-event evaluations.

###  Maintain the Commitment, Professionalism, and Core Competencies required of all members.

## Operational Responsibilities

### At the discretion of the EC, may be assigned to any pre-disaster, post-disaster, and/or recovery functions commensurate with their skills and abilities.

## Administrative Responsibilities

### When requested, provide consulting services to the EC on administrative and operational matters.

### May be assigned to do random position reviews as requested to evaluate organizational effectiveness.

### May be assigned as an Exercise Controller and/or Exercise Evaluator.

## Training

### Mandatory:

#### Training required by the served agency which the member’s team supports.

#### AARL EC-100 – Introduction to Emergency Communications

#### ARRL EC-016 – Public Service & Emergency Communications Mgt.

#### IS-100 – Introduction to the Incident Command System

#### IS-200 – Basic Incident Command System for Initial Response

#### IS-700 – An Introduction to the National Incident Management System

#### IS-800 – An Introduction to the National Response Framework

#### IS-317 – Introduction to Community Emergency Response Team (CERTs)

#### IS-315 – CERT and the Incident Command System (ICS)

#### IS-130 – How to be an Exercise Evaluator

#### IS-139 – Exercise Design and Development

#### IS-230 – Fundamentals of Emergency Management

#### IS-235 – Emergency Planning

#### IS‐240 – Leadership & Influence

#### IS-241 – Decision Making & Problem Solving

#### IS-242 – Effective Communications

#### IS-244 – Developing & Managing Volunteers

#### IS-288 – Role of Voluntary organizations in Emergency Mgt.

#### ICS-400 – Advanced ICS for Command and General Staff, Complex Incidents

#### IS-2200 – Basic Emergency Operations Center Functions

### Desirable:

#### COML – Communications Unit Leader

#### COMT – All-Hazards Communications Technicians

####  IS-288 – The Role of Voluntary Organizations in Emergency Management

# Emergency Operation Center (EOC)

## General

### An EOC station facilitates the transfer of messages between remote entities and the Comanche County Emergency Operations Center (EOC).

### The EOC station reports to the EC.

### Maintain the Commitment, Professionalism, and Core Competencies required of all members.

## Station Capabilities

### **Local communications** with the Comanche County EOC (including radio equipment, antennas, backup power, and operator skills):

#### Direct the FM voice communications on VHF/UHF bands.

#### Direct the digital communications on Winlink and NBEMS (Narrow Band Emergency Messaging System).

### **Regional Communications** (including radio equipment, antennas, backup power, and operator skills):

#### Direct the FM voice communications on VHF/UHF bands.

#### Direct the HF voice capability on 20 meters, 40 meters, and 75 meters.

#### Direct the digital communications on Winlink and NBEMS (Narrow Band Emergency Messaging System).

### **National Communications** (including radio equipment, antennas, backup power, and operator skills):

#### Direct the HF voice capability on 15 meters, 17 meters, and 20 meters.

#### Direct the digital communications on Winlink and NBEMS (Narrow Band Emergency Messaging System).

## Responsibilities

### During operations, relay messages between out-of-area jurisdictions and the Comanche County Emergency Operations Center (EOC).

### Regularly participate in HF/VHF/UHF net operations.

### Establish and practice communications links with EOCs and EOC Relay Stations in jurisdictions outside of Comanche County, including the Oklahoma State EOC Station.

### Regularly practice direct communications paths with the Comanche County EOC.

## Training

### Mandatory:

#### Satisfactory completion of any supplemental training appropriate for the position.

#### AARL EC-100 – Introduction to Emergency Communications

#### ARRL EC-016 – Public Service & Emergency Communications Mgt.

#### IS-100 – Introduction to the Incident Command System

#### IS-200 – Basic Incident Command System for Initial Response

#### IS-700 – An Introduction to the National Incident Management System

#### IS-800 – An Introduction to the National Response Framework

#### IS-317 – Introduction to Community Emergency Response Team (CERTs)

#### IS-315 – CERT and the Incident Command System (ICS)

#### IS-230 – Fundamentals of Emergency Management

#### IS-235 – Emergency Planning

#### IIS-241 – Decision Making & Problem Solving

#### IS-242 – Effective Communications

#### IS-244 – Developing & Managing Volunteers

#### IS-288 – Role of Voluntary organizations in Emergency Mgt.

#### IS-2200 – Basic Emergency Operations Center Functions

### Desirable: NA

# Staff Positions and Duties

## Deputy Emergency Coordinator (DEC)

Responsibilities include but are not limited to performing duties of the Emergency Coordinator in the absence of the Emergency Coordinator.

## Assistant Emergency Coordinators (AECs)

The Emergency Coordinator appoints assistants who are responsible for managing specific activities necessary for establishing and developing a viable ARES group.

In a major disaster operation, several managers are required for each incident. These roles can be best assumed by people who have advanced preparation for the jobs and have local knowledge. There are four main categories of AECs: Operations, Administration, Training, and Logistics.

The general duties of any AEC include:

1. Informing the EC of any developments in the areas of responsibility.
2. Keeping records the EC deems necessary and updating the records regularly.
3. Participating in as many ARES activities as possible.
4. Keeping the members of their assignment informed of ARES, SKYWARN, and CERT activities.

## Assistant Emergency Coordinator (AEC) – Operations

* Net Manager for specific ARES, SKYWARN, and CERT nets
* Net Control Station for specific ARES, SKYWARN, and CERT nets
* Coordinator for ARES, SKYWARN, and CERT activities on a specific frequency band
* AEC for digital/packet modes
* Assembly point coordinator
* Operational assistance to EC during disasters

## Assistant Emergency Coordinator (AEC) – Administration

* Meeting minutes
* Membership roster
* Contact list
* Equipment inventory list
* Personnel records
* Monthly reports
* Recruiting
* Website and social media
* Official records repository
* Regular announcement and correspondence
* Public relations
* Advertisements and brochures

## Assistant Emergency Coordinator (AEC) – Training

* FCC licensing and training curriculum
* ARRL and ARES continuing education courses
* FEMA training and education courses
* Amateur Radio Operator continuing education sessions
* Simulated Emergency Test exercises and after-action reviews

## Assistant Emergency Coordinator (AEC) – Logistics

* Transportation
* Supplies – food, water, fuel, etc.
* Equipment – generators, batteries, antennas
* Repeater restoration – if damaged by a disaster

# Common Responsibilities (for Activation)

It is the responsibility of each ARES member to be prepared with the proper dress, equipment, knowledge, and demeanor to support the assigned task. If you are unable to perform or uncomfortable with your assignment, let your Team Leader or requesting agency know so that you may be assigned appropriately.

## At Staging

* Complete and turn in forms and check in at Staging Area.
* Obtain briefing from Agency Lead or Resource Team Leader regarding incident/event.
* Receive Job assignments, reporting location, and travel instructions.
* Verify equipment needed for the assignment.
* Obtain Frequency Plan (ARES Frequency Plan or ICS Form 205).
* Access personal readiness for incident and climate (physical, clothing, medications, money, equipment guides, etc.).
* Maintain a checklist of your equipment and personal “Go‐Kit”.
* Inform others as to where you are going and how to contact you.
* Review your Operations and Procedures Notebook/Documentation.

## At Assignment

* Check-in with the on‐site leader or agency official.
* Check in with Net Control to inform them you are on site.
* Determine a location to set up equipment.
* Set up your equipment with safety in mind.
* Establish radio contact with net control per frequency plan.
* Prepare and maintain reports and forms for your task.
* Use clear text and ICS terminology in all radio communications (no codes).
* Be mindful of HIPAA concerns.
* Carry out assignments as directed.

## At End of Shift or Demobilization

* Brief relief communicator on ongoing operations when relieved.
* Retrieve all personal gear and return your area to pre-arrival condition.
* Check out with net control or return to the staging area.
* Report to Staging Area for R&R, reassignment, or deactivation.
* Participate in after-action activities as directed.
* Communicators may want to maintain a personal log of actions and events.

## Team Leader Responsibilities

* Review common responsibilities.
* Participate in incident meetings and briefings as required.
* Determine the status of unit activities.
* Determine resource needs.
* Order additional resources as needed.
* Provide unit with status updates and reports.
* Assign specific duties.
* Maintain personnel accountability status.
* Monitor safety and security of the unit.
* Supervise demobilization.
* Collect and maintain all unit records and forms.

# Dress Code

The ARES dress code is being set based on safety and the conditions that may exist within an emergency. All ARES members will wear ARES-approved gear for official events, operations, and deployments.

To make sure that people KNOW who the ARES Amateur Radio Operators are in an event or emergency, we have come up with these requirements and guidelines for apparel.

**Required:**

* ARES Deployment Hats
* ARES Tan Shirts
* Black Tactical Pants
* Black Boots/Shoes
* ARES Deployment Vests
* Black Tactical Belts
* ARES Badges

**It May be required based on the situation:**

* Hard Hats
* Eye Protection

# Training Opportunities

## Introduction

Training courses are identified elsewhere (by position) as either mandatory, desirable, or recommended.

The list below is not intended to be comprehensive.

## FEMA Independent Study

NOTE: Updated versions of these courses have a “.letter suffix” (e.g. IS-700.b, IS-800.d, etc.), so be sure and take the latest version.

1. IS-5 – An Introduction to Hazardous Materials

B. IS-26 – Guide to Points of Distribution

C. IS-29 – Public Information Officer Awareness

D. IS-42 – Social Media in Emergency Management

E. IS-100 – Introduction to the Incident Command System, ICS 100

F. IS-120 – An Introduction to Exercises

G. IS-130 – How to be an Exercise Evaluator

H. IS-139 – Exercise Design and Development

I. IS-200 – Basic Incident Command System for Initial Response, ICS 200

J. IS-230 – Fundamentals of Emergency Management

K. IS-235 – Emergency Planning

L. IS-240 – Leadership and Influence

M. IS-241 – Decision Making and Problem Solving

N. IS-242 – Effective Communication

O. IS-244 – Developing and Managing Volunteers

P. IS-248 – Integrated Public Alert and Warning System for the American Public

Q. IS-271 – Anticipating Hazardous Weather & Community Risk

R. IS-288 – The Role of Voluntary Organizations in Emergency Management

S. IS-317 – Introduction to Community Emergency Response Team (CERTs)

T. IS-315 – CERT and the Incident Command System (ICS)

U. IS-325 – Earthquake Basics: Science, Risk, and Mitigation

V. IS-326 – Community Tsunami Preparedness

W. IS-700 – An Introduction to the National Incident Management System

X. IS-800 – An Introduction to the National Response Framework

Y. IS-815 – ABCs of Temporary Emergency Power

Z. IS-2200 – Basic Emergency Operations Center Functions

## ARRL

1. EC-001 – Introduction to Emergency Communication
2. EC-016 – Public Service and Emergency Communications Management for Radio Amateurs
3. PR-101 – Public Relations 101 for Radio Amateurs Oklahoma Emergency Management