



**DISTRICT EMERGENCY
COORDINATOR (DEC)
POSITION DESCRIPTION**

OCTOBER 2009

District Emergency Coordinator Position Description For the Kentucky Section of the ARRL

The ARRL District Emergency Coordinator is appointed by the [SEC](#) on the recommendation of the ASEC to supervise the efforts of local Emergency Coordinators (EC) in the defined district. The DEC's duties involve the following:

1. Coordinate the training, organization and emergency participation of Emergency Coordinators in your district of jurisdiction.
2. Make local decisions in the absence of the ASEC and SEC or through coordination with the ASEC and SEC (in that order), concerning the allotment of available amateurs and equipment during an emergency.
3. Coordinate the interrelationship between local emergency plans and between communications networks within your area of jurisdiction.
4. Act as backup for local areas without an Emergency Coordinator and assist in maintaining contact with governmental and other agencies within your area of jurisdiction.
5. Provide direction in the routing and handling of emergency communications of either a formal or tactical nature, with specific emphasis being placed on Welfare traffic.
6. Recommend EC appointments to the ASEC for approval by the SEC and SM.
7. **Coordinate the reporting and documenting of ARES activities** in your district of jurisdiction through the automated system located at <http://www.kyham.net/county.html>. Monthly reports shall be processed by the 5th day of the month following the end of the reporting period.
8. Act as a model emergency communicator as evidenced by dedication to purpose, reliability and understanding of emergency communications.
9. Be fully conversant in National Traffic System routing and procedures as well as have a thorough understanding of the locale and role of all vital governmental and volunteer agencies that could be involved in an emergency.
10. Maintain a good working relationship with surrounding regions, districts and counties promoting mutual aid in times of emergencies.
11. Act as a model emergency communicator as evidenced by dedication to purpose, reliability and understanding of emergency communications.

Qualifications

- District Emergency Coordinators are encouraged to earn certification in Levels 1 and 2 of the ARRL Emergency Communications Course

ARRL KENTUCKY SECTION

<http://www.arrl.org/cce/>. District Emergency Coordinators are also encouraged to complete National Incident Management courses; DHS-FEMA ICS-100, 200, 700 and 800.

- Complete EMCOMM training courses offered on KY ARES Website:
<http://www.kyham.net/emcomm/training.html>

Signed: _____ signed _____
Kenneth Garrett, N4KLG
ARRL Kentucky Section
Section Emergency Coordinator

Date: _____

Signed: _____ signed _____
Jim Brooks, KY4Z
ARRL Kentucky Section
Section Manager

Date: _____