

## **Annex I. Duty Statement - ASRC Alert and Dispatch Coordinator**

The ASRC Alert and Dispatch Coordinator (ADC) shall be appointed and supervised by the ASRC Operations Officer, and is responsible for:

1. Operations—The proper performance of the ASRC Alert and Dispatch function before, during and after missions, in accordance with documented requirements in the ASRC Operations Manual and other relevant documents that specify performance requirements for ASRC Alert and Dispatch Officers.
2. Training—the preparation, delivery and validation of training materials used in the training, certification and the testing of all of ASRC Alert Officers and ASRC Dispatch Officers in accordance with the training standards established in the ASRC Training Manual.
3. Administration—the central administrative contact for Conference alert, dispatch and/or Group dispatch operations.

### **Operations**

The ADC shall:

1. Supervise and coordinate the ASRC Alert Officer and the ASRC Dispatch Officer program.
2. Maintain and disseminate ASRC alert and dispatch information to all ASRC AOs, no less than quarterly, including but not limited to:
  - a complete set of ASRC group rosters,
  - a listing of certified ASRC Dispatch Officers (DOs)
  - a listing of certified Alert Officers (AOs),
  - a listing of certified Incident Staff (IS), Incident Commanders (ICs), and Area Command Authority (ACAs),
3. Monitor ASRC alert and dispatch and group dispatch performance and make recommendations, in the event that the ASRC or groups consistently fail to perform to the standards, including suggested changes to the standards or recommendations to correct inadequate performance.
4. Under the direction of the ASRC Operations Officer, the ADC shall enter the ASRC into agreements with outside agencies with respect to performing the Alert Process.
5. Maintain the ASRC Primary Alert System (Pager Net), including, the management of all ASRC owned pagers, including their assignment, inventory, testing and maintenance, including:
  - Schedule and conduct periodic alert system tests.
  - Distribute information to Alert Officers, ASRC Dispatch Officers, and Group Dispatch Officers about the primary alert system.
  - Review ASRC Alert Status codes and Personal Identification Numbers (PINs) and recommend additions, amendments and deletions.
6. Be an ex-officio member of the Operations Committee.

### **Training**

The ADC shall:

1. Ensure that proper standards, materials, processes, and procedures are included in the ASRC alert and dispatch training programs.

2. Conduct alert and dispatch training as required to develop and maintain a cadre of certified AOs and CDOs to meet expected operational needs.
3. Assess the quality of and recommend changes to ASRC alert and dispatch processes, procedures, training, and performance, as required to meet the operational and safety needs of the ASRC.
4. Evaluate and recommend changes to Group alert processes, based on the performance and safety of the group dispatch and/or alert procedures, as required.
5. Recommend ASRC Alerting and Dispatch standards.
6. Maintain ASRC Alert and Dispatch standards.

## **Administration**

The ADC shall:

1. Provide administrative oversight of alerting and dispatching of the ASRC, including maintaining a good working relationship with external vendors that provide services for ASRC alert and dispatch operations.
2. Make recommendations for all ASRC documents that deal with ASRC alert processes, procedures, training, and performance.
3. Prepare a report of alert and dispatch activities on a quarterly basis for submission to the ASRC Operations Officer.
4. Review and maintain alert and dispatch records for all missions where ASRC resources have been requested.

3. Under Operations, #2, 3rd bullet - I don't think it reads right ('... and ACAs, (new line) to all ASRC AOs no ...')