

Annex L. ASRC Operations Officer Responsibilities

L. 1 Responsibilities

L.1.1 The ASRC Operations Officer holds primary responsibility for the operational readiness of the ASRC. This includes ensuring that personnel are trained, dispatched, and tracked in a safe and timely manner. In meeting this responsibility the ASRC Operations Officer relies upon the Group Operations Officers to maintain and demonstrate their Group's operational readiness. Other responsibilities are defined in this Annex.

L.1.2 The ASRC Chair works through the ASRC Operations Officer to ensure ASRC-wide compliance with ASRC operational policy and procedures.

L.1.3 The ASRC Operations Officer shall support the ASRC Board of Directors as directed by the Board.

L.1.4 The ASRC Operations Officer shall be responsible for the oversight and coordination of the following:

- ASRC Operations Committee
- ASRC Alert and Dispatch Coordinator (ADC)
- ASRC Communications Officer
- ASRC Medical Officer
- ASRC Safety Officer

L. 2 Operations Committee

L.2.1 The ASRC Operations Officer shall be the Chair of the Operations Committee comprised of the Group Operations Officers and the following ex-officio members:

- ASRC Alert and Dispatch Coordinator (ADC)
- ASRC Communications Officer
- ASRC Medical Officer
- ASRC Safety Officer

L.2.2 The Operations Committee responsibilities include:

L.2.2.1 Operational coordination – Serve as a forum for coordinating all operations activities associated with the ASRC.

L.2.2.2 Operations research – Support the analysis of past ASRC operations to ensure that 'best practices' are identified and that 'lessons learned' are incorporated into future ASRC operations.

L.2.2.3 Manual updates – Support the process of updating the ASRC Operations Manual and related documents. This includes:

- Recommending modifications to the Operations Manual.
- Approving changes to the Operations Manual prior to presentation to the BOD for approval.

L.2.2.4 Participate in the certification process for new groups.

L.2.2.5 Participate in the certification process for the 36 month group reviews.

L.2.2.6 Participate in the negotiation of mutual aid agreements.

L.3 Certification

L.3.1 The ASRC Operations Officer shall support the new group certification process called for in the ASRC Administration Manual and the ASRC Bylaws. The ASRC Operations Officer shall review a Group's compliance with the operational requirements as set forth in this manual.

L.3.2 The ASRC Operations Officer shall support the 36 month review process called for in the ASRC Administration Manual. The ASRC Operations Officer shall review each Group's compliance to the operations portion of the 36 month review process and make appropriate recommendations to the Board of Directors.

L.4 Documentation

L.4.1 The ASRC Operations Officer is responsible for the accuracy, maintenance, configuration control, publication, and dissemination of the ASRC Operations Manual and related materials.

L.4.2 The ASRC Operations Officer will ensure that an annual review of this manual and its annexes occurs and will present suggested changes to the ASRC Board of Directors at the first Board meeting of the new calendar year.

L.4.3 Define the change process for the Operations Manual. (Janice Olson to provide VASARCO procedure)

L.5 Reporting

L.5.1 The ASRC Operations Officer shall oversee the analysis of past operations to determine that 'best practices' are identified, determine the quality of the services offered by the ASRC, and ensure that 'lessons learned' are incorporated into future ASRC operations.

L.5.2 The ASRC Operations Officer shall submit an annual report describing the quality of services provided by the ASRC. This report shall address areas needing additional improvement and areas where high quality is consistently being achieved. This report shall be submitted at the annual General Membership Meeting. This report shall also highlight all significant changes to the ASRC Operations manual that occurred during the last year.

L.6 Restraining Action

L.6.1 The ASRC Operations Officer may restrain any ASRC member from actively participating in ASRC operations provided the cause for restraint has operational significance. The details of the restraint may be tailored to the extent desired by the ASRC Operations Officer. All such restraining actions shall be resolved by the ASRC Board of Directors within three months, preferably at the

next Board meeting, by following the due process procedures outlined in the ASRC Administration Manual.

L.6.2 Prior to the ASRC Operations Officer's decision in an emergency situation to restrain an ASRC member from participation in an incident, the ASRC Operations Officer must contact the individual(s) in question and discuss the issue. If the ASRC Operations Officer still deems it necessary to restrain a member from further participation in future incidents, the ASRC Operations Officer must inform the individual in writing with copies provided to the ASRC Chair and the appropriate Group Chair.

Note: This Annex is newly created. The baseline reflects what was already in the Operations Manual. Change tracking identifies changes to the baseline.