

## **Area Coordinator—Summary of Duties**

An **Area Coordinator** (AC) is a member of the PRDC who coordinates one of the eight Areas into which the Pt Reyes Area is divided for purposes of disaster communications.

The AC:

recruits volunteers to act as Neighborhood Liaisons (NLs);

maintains a current roster of NLs and copies of the Neighborhood Disaster Registry forms that NLs are asked to complete and update as needed, for each household within their respective sections;

engages in hand-held radio practices with the Area NLs and the PRDC Communications Team [the last-Sunday-of-each-month radio check];

schedules a group meeting with NLs at least once a year [emails and working contact have made this do-able online in some areas];

helps NLs to maintain their equipment in good working order [typically by connecting the NL with Richard Dillman, who analyzes problems and does repairs or orders new equipment];

disseminates information to NLs from time to time, as requested by the PRDC Coordinator and/or Marin County Fire Dept. [typically via email].

The PRDC Coordinator is a resource the AC can call upon for help in carrying out these responsibilities.

The AC is trained to use a hand-held radio that operates on the GMRS (General Mobile Radio Service) system and is supplied by the PRDC. The radio requires a personally held license with the FCC. The PRDC submits the application on the AC's behalf. The FCC requires a fee, which the PRDC will pay if the AC is unable.

[FCC license: currently five years, \$70; simple application requires name and mailing address; the five years does not commit the AC to that length of time, although it's appreciated if the AC can stay with this for continuity's sake]

### **Activation**

When activated, or when aware that a disaster has occurred in their Area, the PRDC Neighborhood Teams, headed by a Neighborhood Liaison (NL), will assess their neighborhoods and provide a Status Report by phone or hand-held radio to their Area Coordinator (AC). The AC will report to the Point Reyes Communications Center by hand-held radio.