



**Hillsborough County ARES/RACES  
Job Description  
Safety Officer**

**Purpose:** The purpose of this document is to describe the role of the Hillsborough County ARES/RACES Safety Officer or their designated alternate (hereafter referred to as Safety Officer).

**Organization:**

The Safety Officer is a Command Staff Position within the leadership roster of the Hillsborough County ARES/RACES Organization, State of Florida, USA.

The Safety Officer is appointed by the Hillsborough County ARES/RACES Emergency Coordinator (EC), Deputy Emergency Coordinator (Deputy EC), or designated alternate.

The principal served interests for the Safety Officer as part of Hillsborough County ARES/RACES, are the Hillsborough County Department of Emergency Management and the Director of the Hillsborough County Department of Emergency Management.

**Background:**

Hillsborough ARES/RACES provides emergency communications for Hillsborough County.

ARES/RACES conducts regularly scheduled non-emergency events (hereafter: events) and is involved with emergency operations on an as-needed basis during the year (hereafter: emergency operations).

The role of Safety Officer is described by the Federal Emergency Management Agency.

**Responsibility:**

The responsibility of the Safety Officer is to provide support to the ARES/RACES membership so as to ensure that activities related to events and emergency operations are conducted in a manner designed to ensure the safety of the members as well as the individuals operating in the immediate area.

The Safety Officer operates with the same level of command authority as the EC in matters of safety and safety enforcement.

**Duties:**

The incumbent meets regularly with the EC, Deputy EC, Command Staff, General Staff, and pertinent Committees to coordinate all safety-related issues and activities associated with the events and emergency operations.

The incumbent develops and documents good safety practices in the form of policies, procedures, and training programs to be used by the ARES/RACES membership.

The incumbent assists the Assistant Emergency Coordinator for Training to develop, train, and implement all safety-related activities for the ARES/RACES membership.

The incumbent, with the assistance of others designated by the incumbent, will monitor the events and emergency activities. The goal is to evaluate if good safety practices are being followed and to identify areas where future safety-related improvements may be needed.

If the Safety Officer deems that good safety practices are not being followed or if there is an imminent safety hazard, the Safety Officer has the authority to order an "Emergency Stop." If this occurs, all activities related to ARES/RACES will immediately cease. The activities will cease until the Safety Officer deems the situation is remedied or the hazard has been sufficiently mitigated or resolved. At that time, the Safety Officer may give the order to resume activities.

**Required Background:**

The incumbent shall:

Have a valid FCC amateur radio license

Be a member of ARES/RACES

Be a member of the American Radio Relay League.

The incumbent may have completed the following training courses:

Net Control Operator Training Course

Evacuation Shelter Operator Course

ICS 213 Message Handling Course

Skywarn Spotter Training Course

The following courses are required by ARES/RACES:

FEMA IS-00100 – Intro to Incident Command System

FEMA IS-00200 – ICS for Single Resources and Initial Action Incident

FEMA IS-00700 – An Introduction to the National Incident Management System

FEMA IS 00800 – National Response Framework, An Introduction

ARRL EC-001-S – Introduction to Emergency Communication

FEMA IS-00907 – Active Shooter: What You Can Do

The following course is recommended by ARES/RACES:

FEMA IS-300 – Intermediate ICS for Expanding Incidents

The incumbent should have a working knowledge and awareness of the current version contents of:

Hillsborough ARES/RACES Evacuation Shelter Operator Checklist

Hillsborough County Comprehensive Emergency Management Plan

ARRL West Central Florida Emergency Communications Plan

Hillsborough County ARES/RACES Emergency Communications Plan

Hillsborough ARES/RACES ICS-205 Quadrant Communications

ICS 213 General Message Form

ICS 214 Communications Log Form

ICS 309 Communications Log Form

For informational purposes:  
FEMA Safety Officer Training Program ICS-404 or equivalent

**Compensation:**

This is an uncompensated volunteer position.