



# Heart of TN. A. R. E. S.



Heart of Tennessee  
Amateur Radio Emergency Service®

Administration  
ADM 1-3

## Administration Response Team Organization

### 1. Introduction

This document outlines the organization and structure of ARES® Response Teams. These teams are created to provide qualified amateur radio operators supporting served agencies within a geographic area or a specific facility such as a hospital or emergency communications facility.

### 2. Responsibilities

The Assistant Emergency Coordinator for Response Teams is responsible for maintaining this procedure and for coordinating the execution of these instructions.

### 3. Related Publications

ADM 1-1 Heart of Tennessee ARES® Organization Structure  
ADM 1-2 New Member Assimilation  
LOG 1-1 Alerting and Activation  
LOG 1-2 Support Assignment Process  
LOG 3-1 Facility Survey

### 4. Definition of Terms

**AEC** Assistant Emergency Coordinator  
**ARES®** Amateur Radio Emergency Service® (ARES® and Amateur Radio Emergency Service® are registered service marks of the American Radio Relay League.)  
**EOC** Emergency Operations Center

### 5. Guideline

#### 5.1. Team Leadership

The AEC for Response Teams shall appoint Response Team Leaders to recruit, organize and train team members. Response Team Leaders should select an alternate to assume the responsibilities of the team in the event that the Team Leader is unavailable. Team Leaders and/or their alternates should attend all Response Team meetings scheduled by the AEC for Response Teams.



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### 5.2. Service Areas

Response teams will be organized to support either a geographic area (fields) or a specific facility such as a hospital or Emergency Operations Center. Although teams will be designated as the primary ARES<sup>®</sup> support for a particular field site or facility, conditions may dictate that resources be assigned to other locations to provide the necessary level of support and staffing. All active Heart of TN. ARES<sup>®</sup> members will be assigned to a Response Team based on their home location or specific skills they possess.

#### 5.2.1. Field Teams

Field Teams shall be organized to serve a specific geographic area. The initial Field Teams may serve a larger area until the number of teams increase. The primary location for each field shall be determined by the EC and planning committee at the beginning of the operation. The team may operate from one or more locations within the field. Examples of locations can be schools, churches, parks, libraries or any facility which may serve as a shelter or a nearby location to an event.

#### 5.2.2. Facility Teams

Facility Teams shall be organized to support specific facilities such as hospitals, shelters or Emergency Operations Centers.

### 5.3. Resources and Capabilities

Response Teams shall develop and maintain communications capabilities in as many modes as possible to provide reliable communications in the event of an emergency. Where possible, teams should develop and maintain communications capabilities and the necessary equipment for operation on HF, VHF and UHF frequencies. Modes supported may include voice, CW, Packet, PSK31 and other appropriate digital modes.

### 5.4. Training

Response Team leadership and all team members should, at a minimum, complete the Heart of TN. ARES<sup>®</sup> Basic Skills Test or ARRL Emergency Communication Course (EC-001). Once completed, an official picture ID for Heart of TN. ARES<sup>®</sup> will be issued to the team member.

Other desirable training includes the ARRL Emergency Communications Courses (EC-002, EC-003) and FEMA courses IS-100, IS-200, IS-700 and IS-800. Training and experience on different communications modes may be gained through team activities and exercises.

Team Leaders should conduct periodic exercises to simulate emergency deployment, setup, message handling and communications skills.



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### 5.5. Record Keeping

Each Team Leader should maintain information on their Response Team. Information should include name, address, all telephone numbers, training completed and modes of operation. The information should be recorded on the form in **Appendix A** of this document. A copy of the most current team information should be provided to the AEC for Response Teams at all times.

### 5.6. Site Surveys

Each Response Team should conduct a pre-activation site survey of the principal location and any identified secondary locations within the field where the team may be deployed to ensure preparedness and familiarity with sites. Examples of other potential locations include schools, churches, libraries, parks and medical facilities. The procedure and forms for the site surveys are contained in the document, Facility Survey (LOG 3-1), of the Heart of TN. ARES® standard operating procedures. Post-activation surveys should be conducted when deploying to a location to obtain current information applicable to the specific event.

### 5.7. Activation

In the event of an emergency, Response Teams will be activated according to the procedure outlined in LOG 1-1, Alerting and Activation. Response Team Leaders should familiarize all team members with this procedure. Alternate plans and predetermined meeting locations should be developed for use in the event of failure of normal communications.

## 6. **Release Information**

Keith E. Miller, SR., N9DGK, EC, is the author of this document. The date of publication and initial release of this document is March 17, 2008, and reflects the latest revision.



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## Appendix A Response Team Information Form

**Response Team:** \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Team Leader	
Name	Callsign
Address	
City, State Zip	
<b>Home Phone</b>	
<b>Business Phone</b>	
<b>Cell Phone</b>	
<b>Pager</b>	
<b>Primary email</b>	
<b>Other email</b>	
<b>SMS email</b>	
<b>Other comm</b>	

Alternate Team Leader	
Name	Callsign
Address	
City, State Zip	
<b>Home Phone</b>	
<b>Business Phone</b>	
<b>Cell Phone</b>	
<b>Pager</b>	
<b>Primary email</b>	
<b>Other email</b>	
<b>SMS email</b>	
<b>Other comm</b>	

### Response Team Members

Name	Callsign	Home Phone
Address		Business Phone
City, State Zip		Cell Phone
<b>Capabilities:</b>		Pager
		Primary email
		Other email
		SMS email
		Other comm

Name	Callsign	Home Phone
Address		Business Phone
City, State Zip		Cell Phone
<b>Capabilities:</b>		Pager
		Primary email
		Other email
		SMS email
		Other comm



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Name	Callsign	Home Phone
Address		Business Phone
City, State Zip		Cell Phone
<b>Capabilities:</b>		Pager
		Primary email
		Other email
		SMS email
		Other comm

Name	Callsign	Home Phone
Address		Business Phone
City, State Zip		Cell Phone
<b>Capabilities:</b>		Pager
		Primary email
		Other email
		SMS email
		Other comm

Name	Callsign	Home Phone
Address		Business Phone
City, State Zip		Cell Phone
<b>Capabilities:</b>		Pager
		Primary email
		Other email
		SMS email
		Other comm

Name	Callsign	Home Phone
Address		Business Phone
City, State Zip		Cell Phone
<b>Capabilities:</b>		Pager
		Primary email
		Other email
		SMS email
		Other comm