



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



Heart of Tennessee
Amateur Radio Emergency Service®

Administration
ADM 5-1

Administration

New Member Training and Training Levels

1. Introduction

Training is critical to providing emergency communications services within the Amateur Radio Emergency Service® (ARES®). To encourage members to improve their level of knowledge of emergency communications and preparation, categories have been established to reflect individual training and proficiency. This system reflects both formal training and participation.

Formal training includes training courses offered by the American Radio Relay League (ARRL), Heart of TN. ARES®, the National Weather Service and Federal Emergency Management Agency, and other served agencies as required.

Participation credit includes participation in ARES® events such as meetings, training nets, public service events, work parties, disaster exercises (including the annual ARRL sponsored Simulated Emergency Test (SET)), and actual disaster and emergency responses.

2. Responsibilities

The Assistant Emergency Coordinator (AEC) for Training is responsible for maintaining this document as well as training records and notifying the AEC for Administration of training completions.

The AEC for Administration is responsible for maintaining participation records and for issuing the appropriate identification cards indicating the achieved training levels.

3. Related Publications

None.

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.)



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5. Guideline

Heart of TN. ARES® recognizes the need to have training that will reflect their member's desire to demonstrate their preparedness to be deployed in the instance of a weather event or disaster; natural or man made. Preparedness will be determined by level. Those levels are (1) Pending, (2) Active, (3) Deployable and (4) Inactive. These levels are described below.

5.1. Pending Status

Pending status is recognized as that individual who has completed and submitted a Heart of TN. ARES® application to request membership in the organization. The application will be given to the AEC for Administration.

5.2. Active Status

Active status describes the Heart of TN. ARES® applicant who has started participation in activities such as weekly training nets, drills or public service events Heart of TN. ARES® has been requested to provide support.

5.3 Deployable

Deployable status consists of completion of three elements:

- 1.) First a member will complete our Basic EMComm Test, which is a subset of the ARRL Level I EMComm course, or the ARRL Emergency Communications Course (EC-001).
- 2.) Second completion of FEMA courses IS-100, IS-700, IS-200 and IS-800.
- 3.) Thirdly, a member must maintain participation in nets, drills, public service activities, etc over a 90-day period. Failure to maintain participation once Deployable, moves them to Inactive status.

5.4 Inactive Status

If a Heart of TN. ARES® member fails to maintain the regular minimum training activity, they will be notified they will be placed on Inactive Status. When and if they resume regular active documented training, they will be returned to deployable status.

The AEC for Administration and the AEC for Training will periodically review summaries of training and participation to determine the current activity levels of Heart of TN. ARES members to determine current training levels and notify members accordingly.



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5.5 Certification

To aid in the certification process to deployable status, Heart of TN. ARES® has developed four certification documents to allow the new member to track their progress. These Certification documents can be printed for individual use.

The certification process will be required of all new HOTARES® members after March 1, 2008. Those having membership prior March 1, 2008 will be grandfathered into the certification program. It is suggested however, that all members complete the program so that all HOTARES® members are uniformly trained and have consistency of understanding of information.

6. Release Information

Keith E. Miller, SR., N9DGK, EC, is the author of this document. The date of publication for this document is March 17, 2008.

This document reflects revision to include the HOTARES basic certification overview dated 04/28/2008.



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**Appendix
HOTARES Certification Overview
Basic Training Certification
Level I
Level II
Level III
Level IV**



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Heart of TN. ARES Certification Program

Introduction

Heart of TN. ARES (HOTARES) has established a certification program to prepare members for Emergency Operations. Participation in this program is not required to join HOTARES or use HOTARES repeaters. All Amateur Operators are welcomed to participate as their abilities and schedule permits.

The Certification Levels are designed to increase your involvement and preparedness. It is recommended that everyone intending to participate with HOTARES during a disaster complete the first two levels. Those interested in being actively involved, or in serving in leadership positions, should complete all levels. During a callout or emergency operation, assignments will be made corresponding to the Certification Level of the operator.

Level One prepares you for a *participating role* in Emergency Operations.

Level Two prepares you for a *supporting role* in Emergency Operations.

Level Three prepares you for a *responsible role* in Emergency Operations.

Level Four prepares you for a *leading role* in Emergency Operations.

Completing a Certification Level

Certification is considered complete only after you have turned in your form to the Emergency Coordinator (EC) or an Assistant Emergency Coordinator (AEC). You may work on future Certification Level requirements before completing your current level.

It is important that you turn in your completed Certification Level form quickly. For an event to count towards a Certification Level, it must be within **one year** of completion of that Level. Exceptions may be made at the discretion of the EC.

After completing a Certification Level, it is expected that you will maintain the Equipment required for that Certification Level.

Visiting Liaisons

Part of Certification is becoming familiar with liaison locations such as EMA, hospitals etc. To complete these requirements, the visit must be during an ARES sponsored event (ARES net, call-out, monthly meeting, SET, etc.).

Continuing Certification (Optional)

Continuing participation is essential to maintain preparedness and to stay current with protocols and procedures. Once you have reached Level Four, you can

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optionally complete the Continuing Certification requirement on a calendar year basis. All participation for a given calendar year, even if used for completing a Certification Level, applies toward Continuing Certification.

Heart of TN. ARES Certification Program (cont.)

FEMA and ARRL Courses

Included in the Certifications are courses given by FEMA and ARRL. These are considered essential to performing in leading roles during Emergency Operations. Proof of successful completion will be required before passing that certification.

The National Incident Management System (NIMS) course (IS-700) is available as a selfstudy program with an online test. Information about NIMS can be found at:
<http://training.fema.gov/EMIWeb/IS/is700.asp>
<http://www.nimsonline.com>

FEMA offers a course on Incident Command System: IS-100 (this replaced IS-195). This self-study course and test are available at:
<http://training.fema.gov/EMIWeb/IS/is100.asp>

The ARRL offers three courses on Amateur Radio Emergency Communications (AREC): EC-001, EC-002 and EC-003. These courses are available through online enrollment, and take a significant amount of time to complete (around 25 hours). Information about the courses can be found on the ARRL website:
<http://www.arrl.org/cce/>.

HOTARES may also offer the ARRL courses from time to time for free. Successfully completing a HOTARES taught course is sufficient for passing the Continuing Certification requirement; however, to receive a certificate of completion, a fee must still be paid to ARRL.

Participation With Other Groups

Often we have the opportunity to volunteer and work with other groups in the community. While participation with them may be beneficial and even encouraged, they will not count towards HOTARES Certification requirements. Only officially sponsored HOTARES events will qualify, and you must participate as a HOTARES member.

Changes to Certification Levels

It will be necessary to make changes and improvements to the requirements. All

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completed Certification Levels will be automatically “grandfathered” in. You should always work with the current Certification requirements. If you are close to completing a Certification Level when changes are made to the requirements, and you wish to continue with the previous requirements, you should first discuss your options with the EC.



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Level One VHF/UHF Certification Requirements

To obtain LEVEL ONE VHF CERTIFICATION the Heart of TN. ARES® member must possess the following equipment and complete the following training that will enable them to participate in emergency services.

A. Equipment Requirements

- 2M or 2M/70cm (preferred) synthesized handheld radio.....
- Alkaline or rechargeable battery pack for handheld radio.....
- Earphone for handheld radio.....
- Resource Book with the following materials:
 - Map of Rutherford County.....
 - Sheets of blank paper.....
 - Zipper pouch with pens and pencils.....
 - Rutherford County ARES Resource Handout.....

B. Training Requirements

- Have a current Heart of TN. ARES® registration form on file
- Visit the Rutherford County EOC to become familiar with their location.
- Participate in six (6) Heart of TN.ARES® nets on Tuesday evenings at 1930 Lcl. on the W4CAT /KB4ZOE/KU4B repeater system.

Date _____ Date _____
 Date _____ Date _____
 Date _____ Date _____

- Attend one Heart of TN. ARES® monthly meeting.
Date _____
- Complete HOTARES® Basic Training or ARRL Level One Emergency Communications Course (EC-001).....

Signature _____ Date _____

Heart of TN. ARES® EC. _____

Keep one completed copy and give one completed copy to ARES® leadership



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Level Two VHF/UHF Certification Requirements

To obtain LEVEL TWO VHF CERTIFICATION the ARES member must possess the following equipment and complete the following training, in addition to the equipment and training required for LEVEL ONE VHF CERTIFICATION.

A. Equipment Requirement

- Portable 2m antenna (J Pole, wire groundplane, etc.)
Magmount antenna for use in a vehicle.
50 feet of coax (rg8 mini or better) w. PL 259 connectors.
SO239/SO239 adapter.
SO239/BNC male adapter.
PL259/BNC female adapter.
Flashlight (AA).
8 AA alkaline batteries.
Pocket knife.
Roll of electrical tape.
50 feet of nylon rope.
3 MRE's (Meals Ready to Eat).
Water (2 quarts min.).
Light snacks.
Personal First Aid Kit.
Five Dollars in bills and change.

B. Training Requirement

- Participate in six (6) more Heart of TN. ARES (HOTARES) training nets on Tuesday evenings at 1930 Lcl. on the W4CAT/KB4ZOE/KU4B repeater system.
Attend two (2) more Heart of TN. ARES (HOTARES) monthly meetings.
Present an approved training item on a Heart of TN. ARES (HOTARES) Skywarn training net.
Complete FEMA NIMS Course IS-100.

Signature _____ Date _____

HOTARES EC _____

Keep one completed copy and give one completed copy to ARES leadership



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Level Three VHF/UHF Certification Requirements

To obtain LEVEL THREE VHF CERTIFICATION the ARES member must possess the following equipment and complete the following training in addition to the equipment and training required for LEVEL ONE and LEVEL TWO VHF CERTIFICATION.

A. Equipment Requirement

- 2m or 2m/70 cm (preferred) mobile synthesized radio (25 watts minimum)
Power cable with cigarette lighter to Anderson Power Pole Connector
Power cable with alligator clips to Anderson Power Pole Connector
Spare fuses for radios and accessory equipment

B. Training Requirement

- Participate in six (6) more Heart of TN. ARES (HOTARES) training nets on Tuesday evenings at 1930 Lcl. On the W4CAT/KB4ZOE/KU4B repeater system.
Attend two (2) more Heart of TN. ARES (HOTARES) monthly meetings.
Present an approved training item on the Heart of TN. ARES (HOTARES) Skywarn training net.
Participate in a Heart of Tn. ARES (HOTARES) sponsored Simulated Emergency Test.
Participate as a radio operator in a Heart of TN ARES (HOTARES) public service event.
Complete FEMA NIMS Courses IS-700 and IS-200.

Signature _____ Date _____

Heart of TN ARES EC _____
Keep one completed copy and give one completed copy to ARES leadership.



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Level Four VHF/UHF Certification Requirements

To obtain LEVEL FOUR VHF CERTIFICATION the ARES® member must possess the following equipment and complete the following training in addition to the equipment and training required for LEVEL ONE, LEVEL TWO and LEVEL THREE VHF CERTIFICATION.

A. Equipment Requirements

- 70 cm handheld(preferred) or mobile capability.....
Gelcell battery (10 amp/hr minimum) with ARES® connectors.....
Fluorescent Lamp (12 volt) with ARES® connectors.....

B. Training Requirements

- Participate in six (6) more Heart of TN. ARES® /Skywarn training nets on Tuesday evenings at 1930 hours on the W4CAT/KB4ZOE/KU4B repeater system.

DATE _____ Date _____
DATE _____ Date _____
DATE _____ Date _____

- Attend two more Heart of TN. ARES® monthly meetings.

DATE _____ Date _____

- Participate in a Heart of TN. ARES® Simulated Emergency Test(SET).
Date _____

- Complete Net Control Training and be Net Control operator (assistant Net Control operator).

Assistant Net Control Net Control
Date _____ Date _____
Date _____ Date _____
Date _____ Date _____
Date _____ Date _____

- Participate as a radio operator in a Heart of TN. ARES® sponsored Public Service Event.
Date _____

- Participate as a radio operator in two official Heart of TN. ARES® callouts.
Date _____ Date _____

- Complete FEMA NIMS Course IS-800.B Date _____

Signature _____ Date _____

Heart of TN ARES® EC. _____

Keep one completed copy and give one completed copy to ARES® leadership.