



Heart of TN. A. R. E. S.®

Heart of Tennessee
Amateur Radio Emergency Service®

Logistics
LOG 1-1

Logistics Alerting and Activation

1. Introduction

As with any organization required to respond to on-demand activities, Heart of Tennessee Amateur Radio Emergency Service® (HOTARES®) must maintain a means to be contacted and to then contact its members and alert them to the need. This document will define the methods to be used in alerting its membership and activation to respond to requests for assistance in emergency and disaster situations.

2. Responsibilities

The Assistant Emergency Coordinator (AEC) for Administration is responsible for maintaining this procedure. The AEC for Administration is also responsible for maintaining a current listing of all members with all contact information required to support this procedure. All ARES® members are responsible for following the instructions of this procedure.

3. Related Publications

Net 1-1
Net 1-2

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.)
DEC District Emergency Coordinator
EC Emergency Coordinator
EOC Emergency Operations Center
NOAA National Oceanic & Atmospheric Administration
NWS National Weather Service
RCEMA Rutherford County Emergency Management Agency

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TEMA Tennessee Emergency Management Agency

5. Guideline

5.1. Activation Requests

Requests for activation of Heart of TN. ARES® may come from several sources:

5.1.1. National Weather Service

The most frequent request comes from severe weather alerts and originates with the National Weather Service's Nashville office. This activation originates by a telephone contact through the Nashville NWS, the District Emergency Coordinator and through the NOAA Weather Radio alert System (S.A.M.E.). Typically, any warning alert also requests activation of SKYWARN spotters. All spotters should have an alerting weather radio as a minimum. OP PLAN 100, Operation Skywarn is then in effect.

5.1.2. County Request

Rutherford County Emergency Management Agency will request activation by contacting the Emergency Coordinator (EC). If the EC is not available, the request will be given to one of the Assistant Emergency Coordinators or other designee(s) of the EC. This contact will be in the most expeditious manner possible and may be by telephone, text message, email or via radio if nets are active. The contacted individual will activate Heart of TN. ARES® members required to support the request.

5.1.3. Section and District

If assistance is requested from either Tennessee Emergency Management Agency (TEMA) or from the Section Emergency Coordinator (SEC), the request will typically come through the District Emergency Coordinator (DEC) to the County EC or one of the AECs. This contact will be in the most expeditious manner possible and may be by telephone, text message, email or via radio if nets are active. The contacted individual will activate Heart of TN. ARES® members required to support the request.

5.1.4. Supported Agencies

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Operations plans may be developed in support of specific served agencies. Such plans will indicate the method through which activation is to be requested. Once a request is received according the specific operations plan, the appropriate elements required to respond will be notified using the procedures defined in

5.1.5. Miscellaneous Requests

There may be occasions when other organizations request assistance. Such requests should come through the EC for Rutherford County for a determination of the request's validity.

5.2. Heart of Tennessee ARES® Activation

Activation of Heart of TN. ARES® will be accomplished in several steps:

5.2.1. SMS Message Alert

The Planning Committee member (EC or a designee) activating Heart of TN. ARES® will initiate a page of members equipped with messaging capabilities using a SMS cell phone text message to those who are equipped with cell phones. (See Appendix) This message should be responded to by activating a logistics net on the primary repeater frequency. **The first person on frequency with Net Control Station experience should start the net.** Others should begin checking in to make their availability known. Messages should be the minimum length as some cell phones have very limited message sizes, typically 120 characters or less for a single message.

5.2.2. Telephone Alert

Any member needed that is not equipped with the ability to be paged should be notified by telephone and should then check into the logistics net. The AEC for Response Teams will be responsible for notifying the Response Team Leaders (or their alternate if they cannot be reached) of Response Teams who are needed to respond to the situation. The Response Team Leaders are then responsible for initiating a recall of their respective teams. Instructions should be given to the team members regarding how to respond

5.2.3. Repeater Alert

A voice alert on the primary repeater used by Heart of TN. ARES (145.230) is used in notifying users of a Heart of TN. ARES® activation.

5.2.4. Commercial Communications Not Available/Congested

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As experienced during recent disasters, commercial communications may not be available or may be extremely congested, taking a long time to obtain dial tone. Events leading to this condition will generally be widely known. In this event, all ARES® members should immediately listen for instructions on the primary response frequency. If the impact is thought to directly impact Rutherford County and its supported agencies, Response Teams should **immediately** respond to their designated assembly points, i.e., the EOC Response Team should report to the EOC, hospital Response Teams should respond to their supported hospital, etc.

REMEMBER: It is better to respond and not be needed than to not respond and be needed.

5.3. Notification of District/Section Coordinators

As soon as practical, notify the DEC for District Four (4) KG4DCI Jay Daniel and the Tennessee Section Emergency Coordinator Lowell Bennington WD4DJW of the activation and establish a liaison link to keep the DEC advised of status. In the absence of the DEC, notify the Section Emergency Coordinator and establish a liaison link as above.

6. Release Information

Keith Miller N9DGK, Emergency Coordinator, is the author of this document. The date of publication for this document is March 07, 2008. The Assistant Emergency Coordinator for Administration has the responsibility for continued maintenance of the document.



APPENDIX

Group Page to Cell Phone listed Email Addresses

Use the following steps to initiate an SMS message to both ARES® and non-ARES® message capable cell phones:

1. Open your normal E-mail client.
2. Use the supplied E-mail address appropriate for the intended group to be paged.
3. If you are not in the group being paged, send a copy of the page to yourself for confirmation.
4. The Subject Line should identify the person sending the page, i.e., "from N9DGK"
5. The text should be limited to the type alert, i.e., "HOTARES/SKYWARN activation", and "Tune to" the appropriate frequency, or other pertinent message. Since recipients may not be in Rutherford County, be county specific in the message.
6. The message should end with a signature of the message sender on a separate line, i.e., "N9DGK – EC HOTARES".
7. A response of one or two letters ie. "R" or "OK" to acknowledge receipt will be sufficient to acknowledge receipt of the message. Then tune to your closest repeater to check into the logistics net.
8. The order of notification will be:
 - A. ARES® staff and the call down volunteer.
 - B. ARES® membership from the call down volunteer to include a Second Notice to staff.

A complete received message would appear as:

**from N9DGK
HOTARES/SKYWARN activation.
N9DGK – EC HOTARES**