



## HLARC New ARES Volunteer "Insta-Training Orientation"

**Caution:** This material is not a substitute for proper, formal training. We cordially invite you to please seek detailed ARES® training at your earliest opportunity.

Amateur Radio Emergency Service (ARES) is a group of local area volunteers who support a served agency (SA) during a time when regular communications are disrupted or inadequate due to an emergency. The emergency may be due to weather, accidents, homeland security needs, or other events, which exceed the capability of normal communications channels. The served agency may be the American Red Cross, Salvation Army Team Emergency Radio Network (SATERN), state, or local government agencies. Your job is to *safely* assist in the SA emergency communication (EMCOM) needs. Invariably, this will be a stressful situation. Do not volunteer unless your health and personal situation accommodate you serving as a volunteer. Your attitude will make all the difference in how successful you are in this work. It is a team effort and you must take responsibility for your role in the team mission and use your own common sense.

Since you may not have participated in formal training, this document is intended to give you quickly some basic skills to enable you to productively assist the team. To participate, you need to provide some basic information about yourself for safety and security purposes and to ensure your skills are put to the best possible use. We need:

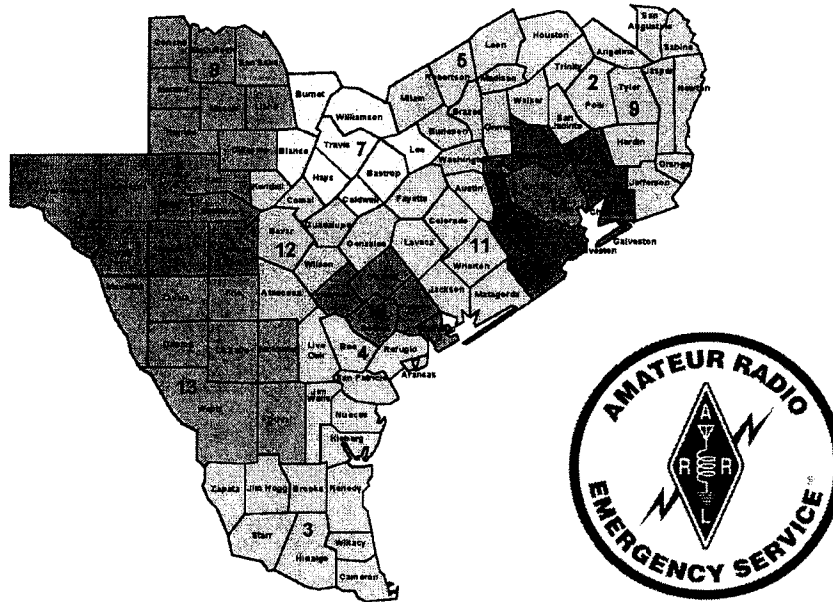
1. A copy of your valid amateur license
2. Name, address, telephone, next-of-kin contact
3. Identification, typically a valid drivers license or government ID card
4. Any training in emergency services certificates

You will receive a temporary incident identification tag so that you may enter the operating zone. You will be briefed on the situation, government volunteer emergency regulations, safety, and given expedient training for the role, you are asked to play. You should make sure you understand the following before accepting your duty:

1. Supervisors name, contact information, call sign, location and alternate contact information, Public Information Officer (PIO) name and call sign.
2. Your duty location, safety rules, food, water and sanitation facility situation.
3. The equipment you should provide and the equipment, which will be provided.
4. Duty schedule, break times, first aid locations, shelter locations.
5. Frequencies, emission modes tactical call signs, repeater tones, and location of telephones, facsimile machines, and other communications gear.
6. Records, logs to be kept, radiogram forms, other necessary paperwork.
7. Your expected tour of duty.

You are working as part of an integrated team under an Incident Command System (ICS) reporting to the served agency through ARES. ARES is typically organized on a local county basis under an Emergency Coordinator (EC) who reports to a District Emergency Coordinator (DEC) who reports to a Section Emergency Coordinator (SEC). The SEC reports to the ARRL Section Manager (SM). A map of the south Texas organization area is shown:

## South Texas Section ARES Districts



We operate in District 7. The Section Manager is E.R. Taylor, N5NAV. The Section EC is Jerry Reimer, KK5CA. The District 7 EC is Joe Fisher, Ke5EJL. The Burnet and Llano County EC is Rik Chapman, K5RIK.

Some basic common-sense rules:

1. Refer *all* media requests for information to the PIO or EC. Do not provide opinions or information to the media without prior approval of the served agency.
2. Amateur radio frequencies are not secure- do *NOT* provide any personal information about victims which may be used by thieves over the radio. Examples include but are not limited to addresses of vacant or damaged homes, credit card numbers, *etc.*
3. Do not provide any information on fatalities over the radio.
4. Keep your records of your actions up to date, as appropriate.
5. Take care of yourself. Take breaks; drink water, get rest as required.
6. Anticipate problems and ask for help before they become critical.
7. *Work with safety as your top priority.* A positive attitude under stressful conditions is necessary.

Common emergency frequencies are shown below. Check before you are assigned to duty, for the primary and back-up frequencies for your function and write them below in the space provided. Use frequencies you are licensed to use unless there is an emergency need and other forms of communication are not available.

Common frequencies in South Texas EMCOM:

- Texas HF ARES, when activated 3.873 MHz, SSB.
- Travis County ARES, 147.36 (Tone 131.8), FM: practice net Sunday at 1930 local.
- Bastrop County ARES, 443.75 MHz (Tone 114.8), FM: practice net Sunday at 1845 local.
- Williamson County ARES, 145.13 (No tone), FM: practice net Sunday at 2000 local.
- Burnet and Llano County ARES, 146.660 MHz, (Tone 88.5), FM: practice net Sunday nights at 2030 local.
- Incident frequency, mode.....\_\_\_\_\_.
- Incident backup frequency, mode.....\_\_\_\_\_.

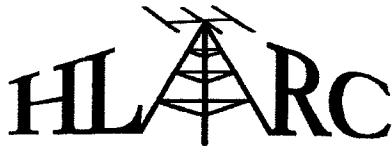
Jump kits are pre-prepared sets of materials which are available quickly to support your participation in EMCOM activities. The contents are partly a matter of personal choice and your license privileges. A sturdy, water resistant polymer box with wheels is available at many hardware-building centers. Some suggestions are noted below:

- HT, 2m, 70 cm, 5 watt, FM output with batteries, capable of 12 hours of operation. Charger and antenna such as roll-up ladder line J-pole and 70 cm ground-plane. Rubber duck antennas may not work in all areas of a large county.
- If needed, and licensed, portable or mobile HF all-mode rig with necessary accessories (*e.g.*, antenna tuner), battery powered, suitable antenna, and coax

as required. HF is usually done by NVIS antennas. A dipole or BuddiPole™ antenna operated at ¼ wavelength or less above ground works well in most cases.

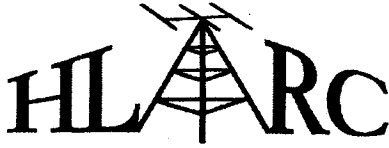
- ❑ Flashlight, batteries, first aid kit, and local maps.
- ❑ Three or more liters of water, nutrition bars, medicines, spare glasses.
- ❑ Copies of documents for identification, licenses, emergency certifications, lists of EMCOM telephone contacts, locations of shelters, *etc.*
- ❑ Towel, soap, change of clothes for extended deployment.

For more information, please see the [HLARC.ORG](http://HLARC.ORG) web site. Thank you for your valuable help in this emergency. You ARE appreciated.



## HL ARES® Volunteer Intake Coordinator Check List

- Welcome volunteer and introduce yourself. Give briefing on the incident, safety rules, and government information. Explain the team nature of the mission and stress the correct attitude.
- Obtain from volunteer, proper identification, including ham license. Record Name, call sign, ID, name address, telephone, next of kin information in incident logbook.
- Determine volunteer's emergency training background and validate certifications if possible.
- Determine what equipment the volunteer has available.
- Try to determine the experience volunteer has in emergency or stressful (*e.g.*, military) situations.
- Try to determine the volunteers' ability to work as a team player.
- Where will this volunteer fit best to accomplish the team mission.
- If the volunteer is acceptable, issue temporary, dated incident ID tags. Brief on frequencies, tactical call signs geography of the incident area, mission goals, estimated duration and thank them in advance for their help.
- Assign the volunteer to a more experienced person for duty if possible.
- Ask the volunteer to join ARES and seek formal training after the incident. Give information on how to join. Check back with them periodically to see how they are doing and what their needs might be for their duty.
- Introduce them to people they will need to know and THANK them for their participation.



## **Intake Coordinator Use Volunteer Check-In Interview**

1. Introductions, welcome, incident briefing, safety briefing overview, mission overview, explain why you will be asking them some questions.
2. Obtain identification, ham license, class, special skills; (*e.g.*, Red Cross disaster training, SATERN training, military skills, Skywarn, CW speed, digital modes).
3. If possible, obtain copies of all documents and certifications.
4. Find out if the volunteer is team-oriented: ask what team activity experiences they have had in their life,
5. Find out if the volunteer works well under stress: ask what stressful situations they have worked under in their job and life.
6. Find out if they have had other volunteer experience.
7. Determine their familiarity with the terrain and local infrastructure.
8. Determine their general health.
9. Determine what equipment they have available for duty.
10. Assess their attitude and common sense.
11. Match their skills to the available needs.
12. If they are suitable, provide them expedient training, incident identification and assign them to duty.
13. Invite them to join HLARC ARES® and obtain formal training, tell them how.