

SECTION 1: USING THIS TRAINING MANUAL

This training manual provides information needed by ARES operators participating in ARES operations within Canada.

PURPOSE OF ARES TRAINING

Formal ARES training serves the following purposes:

- Ensures that all ARES participants have the skills and knowledge needed to deliver basic ARES services
- Gives ARES participants a greater understanding of emergency management operations, the roles they will perform, and the organizations with which they will interact.

WHO SHOULD USE THIS TRAINING MANUAL

ARES operators

This training manual is intended to be used by new ARES members who want self-paced training, as a way of familiarizing themselves with ARES. It can also be used as the basis for leader-led in-classroom training.

ARES support personnel

This training manual is also intended to be used by personnel who are going to serve supporting roles within an ARES organization and during ARES activations. These roles include communications supervisors, station managers, and technical support primes.

The second volume contains information intended specifically for support personnel.

ARES emergency coordinators

This training manual is also useful to current and prospective ARES emergency coordinators (EC).

Both operators and ECs should familiarize themselves with the first volume of this manual. ECs should also become familiar with the information provided in the second volume.

The third volume contains information intended specifically for ECs.

BEFORE YOU BEGIN

Before beginning this training, ensure that you:

- Clearly understand basic technical concepts such as simplex and repeater radio systems, data communications, and propagation
- Are comfortable with station setup and basic radio operation
- Are able to troubleshoot basic equipment, power and antenna problems
- Are familiar with the concept of the use of amateur radio for emergency communications.

WHY WAS A NEW TRAINING MANUAL NEEDED?

RAC is committed to ensuring that ARES is available to radio amateurs and served agencies across Canada. In response to that commitment, RAC has taken a number of steps to improve its support of ARES and emergency communications. A national emergency coordinator (NEC) and national training coordinator (NTC) have been appointed, and a number of training resources are being made available to help individual ARES groups develop and deliver effective, consistent training to ARES participants.

This training manual is a part of that effort to improve ARES training and support. The manual is intended to serve as a common reference for all ARES groups in Canada. The manual updates information provided in earlier references, bringing together new standards with currently available best practices.

ACKNOWLEDGEMENTS

This manual builds on the work of Doug Leach VE3XK/VE1CH/VA3PM/VE6AFO, who edited and contributed to the original RAC Emergency Coordinator's Manual, of Kathy Kerr Davidson VA3KKD, Richard Sargent VE3OYU, Vic Henderson VE3FOX, David Friesen VE3WTJ, and Bob Spencer VE3DHP, who developed the original *ARES Instructor's Manual*, and of Joe MacPherson VE1CH, Pierre Mainville VA3PM, and Ken Oelke VE6AFO.

This manual also includes content from other public-domain sources, and a range of contributions by Forbes Purcell VE6FMP, Monte L. Simpson K2MLS, David Drinnan VE9FK, and the Saint John regional ARES group. Thanks goes to Ian Snow VA3QT for the section on digital communications.

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HOW TO USE THIS MANUAL

If you are an ARES operator, or interested in becoming one, read through Volume 1 (Sections 1 to 18). Volume 1 contains all the training required to certify you as an ARES Operator.

If you are an ARES EC, or interested in becoming one, read through Volumes 1 and 2 (Sections 1 to 21). Volume 3 contains all the training required to certify you as an ARES EC.

For additional information about emergency communications, read through Volume 4 (Sections 30 to 38).

If you are preparing a training program based on this manual, see “[Using this manual in your training](#)” on page 37.1.

Ensuring you have the most recent version

This training manual is designed to allow periodic updates of content. To ensure that you have the most recent version, visit the RAC website at <http://www.rac.ca>, or contact the RAC National Training Coordinator.

Using content from this manual in your regional ARES documentation and training

Content from this manual can be used in documentation you prepare for your regional ARES group, and in training material you create for your team.

To extract content from this document:

- Select the text copy tool in Acrobat, and copy the desired text, or
- Select Save As from the File menu in Acrobat.

Online features

This manual is designed to be printed or used online. Blue text is hyperlinked, letting you jump to related topics or web pages in the online version.

DOCUMENTATION STANDARDS

This manual was authored in Adobe FrameMaker® using a template provided free of charge by Nocturne Communications Inc. This document uses standard Canadian spelling and conventions for technical communications.

AMENDING THIS MANUAL

You can help keep this manual current and appropriate. Forward your recommendations for changes and additions using the form provided at the end of the manual.