

# DRAFT

## Instructions to Exam Candidates (Retain this page for reference.)

Dear Fellow Radio Amateur:

One aspect of amateur radio is its ability to serve the public, especially through emergency communications. YARA recognizes this fact with its commitment to the community and its partners with several formal MOUs and agreements in place with disaster and emergency-oriented civil and government agencies. Amateur Radio truly is a vital community resource.

The YARA Emergency Radio Communications Plan, along with ARES manuals and other resources referenced on the YARA website is a phase of the YARA commitment to excellence in modern emergency communications support. It will help Yukon amateur radio operators to acquire, develop and refine the skills needed to perform at a high standard in an emergency communications situation.

All YARA executive, directors, and licenced operators now have the opportunity, but are not required, to successfully pass the certification examination that follows.

Others with an interest in being part of this community resource may also write the exam and become YARA Certified Radio Emergency Communicators, regardless of whether they are current active YARA members. YARA membership, while greatly encouraged, is not a requirement.

Candidates who successfully complete YARA Certified Radio Emergency Communicators Exam will receive a wallet identification card, a certificate, a YARA Certified Radio Emergency Communicators Radio Vest, and have their names posted on the YARA website.

The examination is "open book" and this is no time limit. That is, the candidate is encouraged to refer to the reference materials while writing the exam. It covers a lot of material and may take several hours, and perhaps more than one sitting to complete if you have not previously covered the material. The source documents for successful completion of the examination are available on the YARA website for viewing or for download and from the website links listed on the YARA website.

Resources include:

- YARA Emergency Radio Communications Plan
- YARA website – EmComms, Administration, Photo Gallery
- YARA constitution and Bylaws
- YARA Handbook
- ARES Training Manuals
- ICS Canada forms - <http://www.icscanada.ca/en/forms.html>
- Standards for the Operation of Radio Stations in the Amateur Radio Service - Industry Canada (RIC-2)
- Radiocommunication Regulations – Industry Canada (RR): This document covers additional regulations that apply to the Amateur Radio Service in Canada.
- Winlink website <https://www.winlink.org/>

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- Winlink Training Videos - [https://www.winlink.org/content/k4ref how to video series winlink winlink express](https://www.winlink.org/content/k4ref%20how%20to%20video%20series%20winlink%20winlink%20express)

You may wish to print the examination pages or make photo copies before writing or typing your answers. Alternatively, you can complete the answers on your computer by typing the answers on the electronic document and saving the file.

Questions are of the fill-in-the-blank and short-answer type. Throughout the examination, you will be asked to give a reference to every answer you supply.

Example – Reference: *Operations Training Manual RAC-ARES-OPS, SECTION 9: WORKING WITHIN THE INCIDENT COMMAND SYSTEM; ICS-100*

Please use short answers and type or print legibly. During your studies, if you develop any questions, please don't hesitate to contact the YARA executive or training director, or emergency coordinator for assistance. When you have completed the exam, make a photocopy of the completed examination for future reference and send the original of your examination to one of the official YARA examiners (or other designated examination administrator) for grading.

Successful candidates will be listed as a YARA Certified Radio Emergency Communicator (CREC) on the YARA website and will receive a certificate, wallet CREC ID, a YARA CREC communications vest. The completed exam will NOT be returned to you, nor will you be advised of your mark - only that you passed or failed. In the latter case, you may re-write immediately. Allow a reasonable time for processing.

Thank you for serving the public through amateur radio and for your participation in the support of public events and simulated emergencies and the real thing. Good luck in the exam!

73

The Executive  
Yukon Amateur Radio Association

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## YARA Certified Radio Emergency Communicators Exam

Candidate Name, Call Sign, Telephone Number, Mailing Address and E-mail Address. Please PRINT or type:

Date:

**Beside each "Reference" please note the source document and section(s) or page number(s) containing your associated answer(s).**

1. What date was YARA established? Name one of the founding members. What is the purpose of YARA? (YARA website) – 5 marks

- 1)
- 2)
- 3)

Reference:

2. What is the purpose of the YARA Nominating Committee? (YARA) 2 marks

Reference:

3. Are all amateur radio operators be involved in emergency communications support? What are some of the other reasons people are involved in amateur radio? (YARA plan) 2 marks

Reference:

4. When was there a Yukon-wide communications disruption? Who called the net and what happened? 2 marks

- 1)
- 2)

Reference:

5. What Yukon communities are not covered by the YARA wide area network? 2 marks

Reference:

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6. When were the batteries at the Mt Decoli Repeater Site last replaced? Who was involved? 2 marks

1)

2)

Reference:

7. If providing radio communications support for an event, exercise or emergency what frequencies would you monitor in the following locations? 5 marks

1) Whitehorse:

2) Haines Junction:

3) Ross River:

4) Skagway:

5) Kathleen Lake:

Reference:

8. Where does YARA maintain communications operations centres? And what radio equipment is in each? 5 marks

Reference:

9. Can personal radio equipment be used for public events or emergency situations? 1 mark

Reference:

10. Are Yukon amateur radio operators covered by insurance when working on YARA projects? Explain. 2 marks

Reference:

11. What is the purpose of a memorandum of understanding (MOU) with a served agency? (ARES) 2 marks

Reference:

12. What modes can be used for passing messages for emergency communications? 5 marks

1)

2)

3)

4)

5)

Reference:

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13. Are amateur radio communicators required for all emergencies or simulated emergencies? 2 marks

Reference:

14. What are five types of scenarios in Yukon potentially require amateur radio communications support? 5 marks

- 1)
- 2)
- 3)
- 4)
- 5)

Reference:

15. Who can serve as a YARA radio communications supervisor? 5 marks

- 1)
- 2)
- 3)
- 4)
- 5)

Reference:

16. What are the top three responsibilities of a YARA radio communications supervisor? 3 marks

- 1)
- 2)
- 3)

Reference:

17. What are the top three responsibilities of a YARA Net Control Operator? 3 marks

- 1)
- 2)
- 3)

Reference:

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18. What are five responsibilities of a YARA Emergency Radio Communicators (ERC)? 5 marks

- 1)
- 2)
- 3)
- 4)
- 5)

Reference:

19. Who should be the primary initial contact with the Yukon Government or municipal government when offering amateur radio communications services? 2 marks

Reference:

20. What is the difference between "emergency" and "disaster" communications? 2 marks

Reference:

21. What does ARES stand for, and what is it? 2 marks

Reference:

22. What is a communications emergency? (ARES) 2 marks

Reference:

23. What does Amateur radio offer in terms of flexibility, survivability, and scalability? (ARES) 3 marks

- 1)
- 2)
- 3)

Reference:

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24. There are four phases in responding with emergency communications. What happens in Phase 2?  
(ARES) 4 marks

Reference:

25. Amateur radio operators trained in formal message handling might handle what types of messages?  
(ARES-roles) 4 marks

1)

2)

3)

4)

Reference:

26. What are four functions of an Emergency Coordinator (EC)? (ARES) 4 marks

1)

2)

3)

4)

Reference:

27. What do Communications Supervisors do? (ARES) 3 marks

1)

2)

3)

Reference:

28. What do Technical Support Primes do? (ARES) 2 marks

Reference:

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29. What are three things might you do with your car to prepare for emergency communications?

(ARES) 3 marks

1)

2)

3)

Reference:

30. What are three things might you do at home to prepare for emergency communications? (ARES)

3 marks

1)

2)

3)

Reference:

31. There are 5 Levels of ARES Activation. Name them and their "titles". (ARES) 5 marks

1)

2)

3)

4)

5)

Reference:

32. What happens under Level 4? (ARES) 2 marks

Reference:

33. What should you do when you hear about a community emergency or telecommunications outage?

(ARES) 4 marks

1)

2)

3)

4)

Reference:



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34. What are five best practices for voice communications? (ARES) 5 marks

- 1)
- 2)
- 3)
- 4)
- 5)

Reference:

35. What are four elements for formal messages? (ARES) 4 marks

- 1)
- 2)
- 3)
- 4)

Reference:

36. What are three types of message formats? (ARES) 3 marks

- 1)
- 2)
- 3)

Reference:

37. Describes three etiquette practices while operating on air? (ARES) 3 marks

- 1)
- 2)
- 3)

Reference:

38. Give an example of when you might be required to authenticate another station on air? (ARES)  
2 marks

Reference:

39. What is a Ready Pack (go-kit) and list five things you might include in it? (ARES) 7 marks

- 1)
- 2)
- 3)
- 4)
- 5)

Reference:

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40. List five things you might include in your radio gear in an Extended Operations Kit? (ARES) 5 marks

- 1)
- 2)
- 3)
- 4)
- 5)

Reference:

41. List five things you might include in your tool kit In an Extended Operations Kit? (ARES) 5 marks

- 1)
- 2)
- 3)
- 4)
- 5)

Reference:

42. List five things you might include in a Station Kit? (ARES) 5 marks

- 1)
- 2)
- 3)
- 4)
- 5)

Reference:

43. Name four recommended features or configurations of your Primary Radio. (ARES) 4 marks

- 1)
- 2)
- 3)
- 4)
- 5)

Reference:

44. What is the value of using headsets in an emergency communications situation? (ARES) 3 marks

- 1)
- 2)
- 3)

Reference:

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45. Describe the need for heavy vehicles like SUVs, trucks, and 4-wheel drive vehicles for emergency communications support? (ARES) 2 marks

Reference:

46. How should your VHF radio be configured for emergency communications? (ARES) 5 marks

- 1)
- 2)
- 3)
- 4)
- 5)

Reference:

47. What is the purpose or value of emergency exercises or communications practice sessions? (ARES) 4 marks

- 1)
- 2)
- 3)
- 4)

Reference:

48. Describe four types of emergency or communications practice sessions? (ARES) 4 marks

- 1)
- 2)
- 3)
- 4)

Reference:

49. List five types of practice exercises? (ARES) 5 marks

- 1)
- 2)
- 3)
- 4)
- 5)

Reference

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50. If you become a member of ARES, what does ARES expect of you? 5 marks

1)

2)

3)

4)

5)

Reference:

51. If you become a member of ARES, what can you expect from ARES? 5 marks

1)

2)

3)

4)

5)

Reference:

52. What is Winlink, sometimes referred to as WINLINK 2000? (ARES) 2 marks

Reference:

53. With Winlink what does CMS refer to and what is it? (ARES) 2 marks

Reference:

54. With Winlink and other digital modes, what is the piece of equipment between the radio and the computer and what does it do? (ARES) 2 marks

Reference:

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55. What is the purpose of a Winlink template and why are templates useful? (Emergency Plan) 2 marks

Reference:

56. Most emergency incidents in Yukon can be managed by ICS. What does ICS stand for, and what is it? (ARES) 2 marks

Reference:

57. With the ICS System define "unity of command"? (ARES) 2 marks

Reference:

58. With the ICS System define "span of control"? (ARES) 2 marks

Reference:

59. With the ICS System what does "chain of command" mean? (ARES) 2 marks

Reference:

60. With the ICS System what is the purpose of "unified command"? (ARES) 2 marks

Reference:

61. What does it mean that the functional areas of ICS are "scalable"? (ARES) 2 marks

Reference:

62. ICS positions fall into 5 types of management positions, groups or functional areas. Name them? (ARES) 5 marks

- 1)
- 2)
- 3)
- 4)
- 5)

Reference:

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63. Within the ICS System who does communications report to? (ARES) 2 marks

Reference:

64. List the four types of IC locations? (ARES) 4 marks

- 1)
- 2)
- 3)
- 4)

Reference:

65. Within the ICS communications team, who might a Communications Unit Leader (COML) manage?  
Would these positions be filled in every situation? (ARES) 2 marks

- 1)
- 2)
- 3)

Reference:

66. What ICS form # is used to log radio communications? (ICS) 2 marks

Reference:

67. Can third party welfare traffic addressed to a non-amateur in the United Kingdom be handled during an emergency? (Does the UK permit third party traffic?) (Regs) 2 marks

Reference:

68. Is it legal for a portable, mobile or fixed amateur radio station to communicate with a station not in the amateur service? (Regs) 2 marks

Reference:

69. In a real or simulated emergency, the operator of an amateur station may communicate any message that relates to the real or simulated emergency on behalf of who? (Regs) 2 marks

- 1)
- 2)
- 3)

Reference:

70. It is legal for non-amateurs to talk to each other on Amateur Radio? (Regs) 2 marks

Reference:

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## Feedback

I found the content of the YARA resource materials and links:

Useless – nothing new ( ) Fairly useful – learned something ( ) Very useful – learned a lot ( )

I found the YARA Certification Examination questions:

Very easy ( ) Fairly easy ( ) Just right ( ) Difficult ( ) Too Difficult ( )

Suggestions for additions, deletions, corrections (where possible please use paragraph # references).

I found the manual and exam questions, along with the other reference material very helpful and a good foundation to move forward with improvements in emergency communications support in our municipality and territory.

Suggestions for Certification Exam questions - additions, deletions, corrections (please use question # references).

Do you recommend any follow up workshops? On what topics?