# ARES® TRAINING PLAN



# ARES® EMERGENCY COMMUNICATOR
# INDIVIDUAL TASK BOOK

**Task Book Assigned To:**

Name _____ Call: _____

ARES® Group: _____

Phone Number: _____ Email: _____

**Task Book Initiated By:**

ARES® Leader's Name: _____ Call: _____

Title: _____ ARES Group: _____

Phone Number: _____ Email: _____

**Initiated:**

Location: _____ Date: _____

*Version:  1.0.1 January 2019*

## Task Book

The Task Book is a working document that enables those ARES® communicator electing to participate in the ARES training plan to track and document his or her training plan elements as they are completed towards the various levels of increasing proficiency. The Task Book should contain all training plan items, completion dates and sign offs as the ARES® communicator transitions through the skill levels. The ARES® communicator is responsible for maintaining his/ her Task Book and having it with them during training and assignments. The Task Book also contains sections with definitions of the communicator levels; as well as common responsibilities.

Recommendations of minimum proficiencies and skills per level are listed. EC's, at their discretion, can add or substitute skills that they consider important with DEC or SEC approval. Prior known experience may be substituted for some listed tasks. It is suggested that items in the proficiency/ skills section be used in training sessions or for meetings /events presentations.

## Skill Levels

**Level 1** - Entry level into ARES® organization, assumes certain skills by virtue of obtaining an Amateur license

**Level 2** - Set of base level of validated skills desired by ARRL ARES®

**Level 3** - Increased skill set validation along with candidacy to leadership positions and Deployment Team consideration

**Away Team Qualified (ARES MAT Team)** - Highest level of training - Functions on 72-96 hour away assignments and is the prime candidate for ARES MAT Team requested deployment status

## Responsibilities:

**Individual**
- Reviewing and understanding Task Book requirements
- Identifying desired objective/goal
- Satisfactorily demonstrate completion of tasks for each level
- Assure the evaluations are completed
- Maintain and keep the Task Book up to date
- Make Task book available during assignments
- Responsible for submitting completed Task Book to Section Management

**Evaluator**
- Be knowledgeable and proficient in the tasks being evaluated and approved
- Meeting with Communicator and evaluating past experiences, current qualifications and desired objectives/goals
- Reviewing tasks with Communicator
- Documenting completion of tasks with Task Book sign off's
- Completing the sign off, comments and qualifying

**ARES**® **STANDARDIZED TRAINING PLAN TASK BOOK**

## Common Responsibilities (for Activations)

It is the responsibility of each ARES® communicator to be prepared with the proper dress, equipment, knowledge and demeanor to support the assigned task. If you are unable to perform or uncomfortable with your assignment let your Team Leader or requesting agency know so that you may be assigned appropriately.

## At Staging

- ☐ Complete and turn in input forms and check in at Staging Area
- ☐ Obtain briefing from Agency Lead or Resource Team Leader regarding incident/event
- ☐ Receive Job assignment, reporting location and travel instructions
- ☐ Verify equipment needed for assignment
- ☐ Obtain Frequency Plan (ARES® Frequency Plan or ICS Form 205)
- ☐ Access personal readiness for incident and climate (physical, clothing, medications, money, equipment guides, etc.)
- ☐ Maintain a check list of your equipment and personal "Go-Kit"
- ☐ Inform others as to where you are going and how to contact you
- ☐ Review your Operations and Procedures Notebook/Documentation

## At Assignment

- ☐ Check in with the on-site leader or agency official
- ☐ Check in with Net Control to inform you are on site
- ☐ Determine location to set up equipment
- ☐ Set up your equipment with safety in mind
- ☐ Establish radio contact with net control per frequency plan
- ☐ Prepare and maintain reports and forms for your task
- ☐ Use clear text and ICS terminology in all radio communications (no codes)
- ☐ Be mindful of HIPPA concerns
- ☐ Carry out assignments as directed

## At end of shift or demobilization

- ☐ Brief relief communicator on ongoing operations when relieved
- ☐ Retrieve all personal gear and return you area to pre arrival condition
- ☐ Check out with net control or return to staging area
- ☐ Report to Staging Area for R&R, reassignment or deactivation
- ☐ Participate in after action  activities as directed
- ☐ Communicators may want to maintain personal log of actions and events

## Team Leader Responsibilities

- ☐ Review common responsibilities
- ☐ Participate in incident meetings and briefings as required
- ☐ Determine current status of unit activities
- ☐ Determine resource needs
- ☐ Order additional resources as needed
- ☐ Provide unit with status updates and reports
- ☐ Assign specific duties
- ☐ Maintain personnel accountability status
- ☐ Monitor safety and security of unit
- ☐ Supervise demobilization
- ☐ Collect and maintain all unit records and forms

**Attach Copy of FEMA/NIMS ICS Course Transcript Here:**

**ARES® STANDARDIZED TRAINING PLAN TASK BOOK**

NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

| ARES® TRAINING LEVEL Level 1 | | | |
|---|---|---|---|
| TASK | Req/Opt | COMPLETION DATE | EC Sign Off |
| **Education** | | | |
| ICS-100a - Intro to ICS | O | | |
| ICS-700a – NIMS Intro | O | | |
| SkyWarn Spotter Basic Training (Bi-Annually) | O | | |
| **Comment:** | | | |
| **Participation** | | | |
| Join an ARES® group | R | | |
| **Comment:** | | | |
| **Proficiency/Skill** | | | |
| Obtain Amateur Radio License | R | | |
| **Comment:** | | | |

# Attach Copy of FCC License Here:

**Level 1 Completion Record**

The listed tasks for **Level 1** having been completed, dated and initialed indicate successful completion of all the tasks required of the ARES® Communicator for Level 1.

_____The individual is recommended as certified for this level.

Date: _____ EC _____

Comments: _____

# ARRL ARES® STANDARDIZED TRAINING PLAN TASK BOOK

NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

| ARES® TRAINING LEVEL  Level 2 | | | |
|---|---|---|---|
| TASK | Req/Opt | COMPLETION DATE | EC or DEC Sign Off |
| **Education** | | | |
| ICS-100a - Intro to ICS | R | | |
| ICS-200b – ICS for Single Resource | R | | |
| ICS-700a – NIMS Intro | R | | |
| ICS-800 – National Response Framework | O | | |
| ARRL EC-001 Intro to Emergency Communications | O | | |
| SkyWarn Spotter Basic Training (Bi-Annually) | R | | |
| **Comment:** | | | |
| **Participation** | | | |
| Net Participation (Once per Quarter) | R | | |
| Public Service Event Participation (Annually) | O | | |
| Simulated Emergency Test or Exercise Participation | R | | |
| Serve as Net Control | O | | |
| **Comment:** | | | |
| **Proficiency/Skill** | | | |
| Obtain Task Book | R | | |
| Program tone into HT | R | | |
| Program frequency & offset into radio | R | | |
| Write and send an ICS-213 message | R | | |
| Operate VHF Winlink station | R | | |
| Operate unit specific Digital VHF station | O | | |
| Build a simple dipole antenna | O | | |
| Build Powerpole adapter cable | O | | |
| Solder PL259 connector to coax | O | | |
| Assemble a 24 hour Kit | R | | |
| **Comment:** | | | |
| **Other /Unit Specific** | | | |
| | | | |
| | | | |
| **Comment:** | | | |

**Level 2 Completion Record**

The listed tasks for **Level 2** having been completed, dated and initialed indicate successful completion of all the tasks required of the ARES® Communicator for Level 2.

\_\_\_\_\_The individual is recommended as certified for this level.
\_\_\_\_\_ The individual is in need of additional training as indicated below. (Optional)

Date: _____          EC or DEC _____

Comments:_____
_____
_____

# ARRL ARES® STANDARDIZED TRAINING PLAN TASK BOOK

NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

| ARES® TRAINING<br>LEVEL 3 | | | |
|---|---|---|---|
| TASK | Req/Opt | COMPLETION DATE | EC or DEC Sign Off |
| **Education** | | | |
| ICS-800 – National Response Framework | R | | |
| ICS-802 – ESF #2 - Communications | R | | |
| ICS-240a - Leadership | O | | |
| SkyWarn Advanced Training Class (Bi-Annually) | R | | |
| PR-101 – Public Information Officer Training (EC-015) | R | | |
| | | | |
| Comment: | | | |
| **Participation** | | | |
| Controlled Net Participation (Once per Quarter) | R | | |
| Public Service Event Participation (Annually) | R | | |
| Simulated Emergency Test or Exercise Participation (Bi-Annually) | R | | |
| Serve as Net Control | R | | |
| | | | |
| Comment: | | | |
| **Leadership** | | | |
| Present a training session | R | | |
| Hold/held a leadership position in a group | R | | |
| Hold a General Class License or higher | R | | |
| Participate in PIO activities (PR-101 Qualifies) | R | | |
| ARRL ECC-016 Emergency Communications Course | R | | |
| | | | |
| Comment: | | | |
| **Proficiency/Skill** | | | |
| Proficient in using ICS forms | R | | |
| Operate VHF Winlink station in Peer-to-peer mode | R | | |
| Operate HF Winlink station | O | | |
| Program Tone into HT | R | | |
| Program frequency & offset into radio | R | | |
| Demonstrate cross band repeat on Mobile Radio (UHF→VHF) | O | | |
| | | | |
| Comment: | | | |

**Level 3 Completion Record**

The listed tasks for the **ADVANCED** level having been dated and initialed indicate successful completion of all the tasks required of the ARES® Communicator for the ADVANCED level.

_____The individual is recommended as certified for this level.
_____ The individual is in need of additional training as indicated below. (Optional)

Date: _____          EC  or DEC  _____

Comments:_____
_____
_____

# ARRL ARES® STANDARDIZED TRAINING PLAN TASK BOOK

NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

| ARES® TRAINING LEVEL<br>**DEPLOYMENT TEAM** | | | |
|---|---|---|---|
| TASK | Req/Opt | COMPLETION DATE | EC or DEC Sign Off |
| **Education** | | | |
| ARRL EC-001 Intro to Emergency Communications | R | | |
| ARRL EC-016 Public Service & Emergency Comm Management | R | | |
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| **Comment:** | | | |
| **Participation** | | | |
| Controlled Net Participation (Once per Quarter) | R | | |
| Public Service Event Participation (Annually) | O | | |
| Simulated Emergency Test or Exercise Participation (Bi-Annually) | R | | |
| | | | |
| | | | |
| **Comment:** | | | |
| **Leadership** | | | |
| Present a training session | R | | |
| Hold a General Class License or higher | R | | |
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| **Comment:** | | | |
| **Proficiency/Skill** | | | |
| Assemble a 72/120 hour Kit | R | | |
| Program Tone into HT | R | | |
| Program frequency & offset into radio | R | | |
| Operate HF Winlink station | R | | |
| Demonstrate ability to setup a Type 1 Away Team Go-Kit | R | | |
| Demonstrate ability to operate a complete VHF Packet to HF Pactor linked system | R | | |
| Demonstrate Winlink Peer-to-Peer mode | R | | |
| **Comment:** | | | |

**Deployment Team Level Completion Record**

The listed tasks for the **DEPLOYMENT TEAM Qualified** level having been dated and initialed indicate successful completion of all the tasks required of the ARES® Communicator for the Qualified.

_____The individual is recommended as certified for this level.
_____ The individual is in need of additional training as indicated below. (Optional)

Date: _____     EC  _____

Comments:_____
_____
_____

_____The individual is recommended as certified for this position.
_____ The individual is in need of additional training as indicated below. (Optional)

Date: _____     DEC  _____

Comments:_____
_____
_____

**DEPLOYMENT TEAM Qualified**

**_____ Request for Deployment Team consideration**

NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

Date: _____     Signed:  _____

When approved, information to be sent to CCG and Section Emergency Coordinator.

**ARRL ARES® STANDARDIZED TRAINING PLAN TASK BOOK**

NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

| ARES® SECTION/DISTRICT/UNIT SPECIFIC TRAINING REQUIREMENTS<br>**ALL LEVELS** | | | | |
|---|---|---|---|---|
| TASK | Req /Opt | LEVEL I-A-E | COMPLETION DATE | EC Sign Off |
| **Education** | | | | |
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| Comment: | | | | |

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**ARES®  SECTION/DISTRICT/UNIT SPECIFIC TRAINING Completion Record**

The listed tasks for ARES®  SECTION/DISTRICT/UNIT SPECIFIC TRAINING having been dated and initialed indicate successful completion of all the tasks required of the ARES® Communicator.

_____The individual is certified as completing SECTION/DISTRICT/UNIT SPECIFIC TRAINING
    requirements.
_____ The individual is in need of additional training as indicated below. (Optional)

Date: _____          SEC, DEC or EC  _____

Comments:_____
_____
_____

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