

# ARRL Riverside County ARES® Districts STANDARDIZED TRAINING PLAN

**[Proposed Plan]**



## ARES® EMERGENCY COMMUNICATOR INDIVIDUAL TASK WORKBOOK

### 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: 2.0 – March 13, 2017*

## NWRC ARES® STANDARDIZED TRAINING PLAN TASK WORKBOOK

### Task Book

The Task Book is a working document that enables those ARES® communicators electing to participate in the NWRC 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 four 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. 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

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

**Intermediate** - Set of base level of validated skills desired by NWRC ARES®

**Advanced** - Increased skill set validation along with candidacy to leadership positions and Away Team consideration

**Away Team Qualified** – Highest level of training - Functions on 72-96 hour away assignments and is a prime candidate for Communications Coordinating Group (CCG) requested deployment status

### Responsibilities:

#### Individual

- Reviewing and understanding workbook requirements
- Identifying desired objective/goal
- Satisfactorily demonstrate completion of tasks for each level
- Assure the evaluations are completed
- Maintain and keep the Workbook up to date
- Make Workbook 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

#### Section

- Responsible for maintaining data base for ARES® participants in NWRC Training Plan

#### Division

- Responsible for maintaining data base for Away Team Qualified ARES® members

## NWRC ARES® STANDARDIZED TRAINING PLAN TASK WORKBOOK

### Common Responsibilities (for Activations)

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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 Certificates Here:

A large, empty rectangular box with a thin black border, intended for users to attach copies of FEMA/NIMS ICS Course Certificates. The box occupies most of the page's vertical space.

**NWRC ARES® STANDARDIZED TRAINING PLAN TASK WORKBOOK**

NAME: \_\_\_\_\_ CALL: \_\_\_\_\_ LICENSE CLASS: \_\_\_\_\_  
 HOME GROUP: \_\_\_\_\_ DATE: \_\_\_\_\_

ARES® TRAINING LEVEL			
BASIC			
TASK	Req/Opt	COMPLETION DATE	EC Sign Off
<b>Education</b>			
IS-100a - Intro to ICS (Required for ID)	R		
IS-700a – NIMS Intro	O		
SkyWarn Spotter Basic Training (online)	O		
<b>Comment:</b>			
<b>Participation</b>			
Join an ARES® group	R		
Check-in to Weekly ARES Net (at least once per month)	R		
<b>Comment:</b>			
<b>Proficiency/Skill</b>			
Obtain Amateur Radio License	R		
<b>Comment:</b>			

**Attach Copy of FCC License Here:**

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**NWRC ARES® STANDARDIZED TRAINING PLAN TASK WORKBOOK**

**BASIC Level Completion Record**

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

\_\_\_\_\_The individual is recommended as certified for this level.

Date: \_\_\_\_\_ EC \_\_\_\_\_

Comments: \_\_\_\_\_

# NWRC ARES® STANDARDIZED TRAINING PLAN TASK WORKBOOK

NAME: \_\_\_\_\_ CALL: \_\_\_\_\_ LICENSE CLASS: \_\_\_\_\_  
 HOME GROUP: \_\_\_\_\_ DATE: \_\_\_\_\_

ARES® TRAINING LEVEL			
INTERMEDIATE			
TASK	Req/Opt	COMPLETION DATE	EC or DEC Sign Off
<b>Education</b>			
IS-100a - Introduction to Incident Command System	R		
IS-200b – Single Incidents and Initial Action Incidents	O		
IS-700a – Introduction to the National Incident Management System	R		
IS-800 – Introduction to the National Response Plan	O		
ARRL EC-001 Introduction to Emergency Communications	O		
SkyWarn Basic Training Weather Monitoring (Biennially)	O		
<b>Comment:</b>			
<b>Participation</b>			
Participate in monthly ARES meetings (Quarterly)	R		
Participate in a Directed Net (Monthly)	R		
Public Service Event/Drill Participation (Annually)	R		
Participate in Simulated Emergency Test or Exercise	O		
Serve as a Net Control	O		
<b>Comment:</b>			
<b>Proficiency/Skill</b>			
Obtain Taskbook	R		
Program tone into HT manually	R		
Program frequency & offset into radio	R		
Write and send an ICS-213 message	R		
Assemble a 24-hour GoKit	R		
NBEAMS Send and Receive Messages via Acoustic Mode	R		
Operate VHF Winlink station	O		
Operate HF Winlink station	O		
Build a simple dipole antenna	O		
Setup Cross Band Repeater on mobile	O		
Build Powerpole adapter cable	O		
Solder PL259 connector to coax	O		
Operate a Relay Station	O		
<b>Comment:</b>			
<b>Other /Unit Specific</b>			
<b>Comment:</b>			

**INTERMEDIATE Level Completion Record**

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

\_\_\_\_\_The individual is recommended as certified for this level.

Date: \_\_\_\_\_ EC or DEC \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# NWRC ARES® STANDARDIZED TRAINING PLAN TASK WORKBOOK

NAME: \_\_\_\_\_ CALL: \_\_\_\_\_ LICENSE CLASS: \_\_\_\_\_  
 HOME GROUP: \_\_\_\_\_ DATE: \_\_\_\_\_

ARES® TRAINING LEVEL			
<b>ADVANCED (Must complete all Intermediate requirements first)</b>			
TASK	Req/Opt	COMPLETION DATE	EC or DEC Sign Off
<b>NOTE THAT ALL RECURRING REQUIREMENTS ABOVE ALSO APPLY HERE</b>			
<b>Education</b>			
IS-800 – Introduction to the National Response Plan	R		
ARRL EC-001 Introduction to Emergency Communications	R		
SkyWarn Training Weather Monitoring (Biennially)	R		
PR-101 – Public Information Officer Training (EC-015)	O		
IS-802 – Emergency Support Functions Communication	O		
ARRL EC-016 Public Service & Emergency Communications Management	O		
<b>Comment:</b>			
<b>Participation</b>			
Participate in Public Service Event Participation (Annually)	R		
Simulated Emergency Test or Exercise Participation (Bi-Annually)	R		
Serve as Net Control	R		
Present a training session (Annually)	R		
<b>Comment:</b>			
<b>Leadership</b>			
Hold/held a leadership position in a group	O		
Participate in PIO activities (PR-101 Qualifies)	O		
<b>Comment:</b>			
<b>Proficiency/Skill</b>			
Hold a General Class License or higher	R		
Demonstrate proficiency in using ICS forms	R		
Operate Winlink station in Peer-to-peer mode	R		
Solder PL259 connector to coax	R		
Build Powerpole adapter cable	R		
Build a simple dipole antenna	R		
Setup Cross Band Repeater on mobile	R		
Operate a Relay Station	R		
Operate VHF Winlink station	O		
Operate HF Winlink station	O		

**NWRC ARES® STANDARDIZED TRAINING PLAN TASK WORKBOOK**

Comment: \_\_\_\_\_

**ADVANCED Level 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NWRC ARES® STANDARDIZED TRAINING PLAN TASK WORKBOOK**

NAME: \_\_\_\_\_ CALL: \_\_\_\_\_ LICENSE CLASS: \_\_\_\_\_  
 HOME GROUP: \_\_\_\_\_ DATE: \_\_\_\_\_

ARES® TRAINING LEVEL			
<b>AWAY TEAM QUALIFIED (AWT) (Must complete all Advanced requirements first)</b>			
TASK	Req/Opt	COMPLETION DATE	EC or DEC Sign Off
<b>NOTE THAT ALL RECURRING REQUIREMENTS ABOVE ALSO APPLY HERE</b>			
<b>Education</b>			
SkyWarn Advanced Training Weather Monitoring (Biennially)	R?		
Comment:			
<b>Participation</b>			
Comment:			
<b>Leadership</b>			
Comment:			
<b>Proficiency/Skill</b>			
Assemble a 72/120 hour Kit	R		
Demonstrate ability to setup a Type 1 Away Team Go-Kit complete VHF Packet to HF Pactor linked system	R?		
Comment:			

**NWRC ARES® STANDARDIZED TRAINING PLAN TASK WORKBOOK**

**AWAY TEAM Qualified Level Completion Record**

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

\_\_\_\_\_ 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.

Date: \_\_\_\_\_ DEC \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AWAY TEAM Deployment Request**

\_\_\_\_\_ **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.

**NWRC ARES® STANDARDIZED TRAINING PLAN TASK WORKBOOK**

NAME: \_\_\_\_\_ CALL: \_\_\_\_\_ LICENSE CLASS: \_\_\_\_\_  
 HOME GROUP: \_\_\_\_\_ DATE: \_\_\_\_\_

ARES® SECTION/DISTRICT/UNIT SPECIFIC TRAINING REQUIREMENTS				
ALL LEVELS				
TASK	Req /Opt	LEVEL I-A-E	COMPLETION DATE	EC Sign Off
<b>Education</b>				
Comment:				
<b>Participation</b>				
Comment:				
<b>Leadership</b>				
Comment:				
<b>Proficiency/Skill</b>				
Comment:				

**NWRC ARES® STANDARDIZED TRAINING PLAN TASK WORKBOOK**

**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.

Date: \_\_\_\_\_ SEC, DEC or EC \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_