

ARRL ARES® West Riverside County District STANDARDIZED TRAINING PLAN

(Developed by Harris County TX ARES)



ARES® EMERGENCY COMMUNICATOR INDIVIDUAL TASKS 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: 2.6 – January 1, 2019

Task Book

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

Level-1 & Home Team: Entry level into ARES organization, assumes certain skills by virtue of obtaining an Amateur license. **Home Team** are licensed Operators who cannot be deployed but can provide communication from their home station.

Level-2: Intermediate: Set of base level of validated skills desired by ARES

Level-3: 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 | <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• Responsible for maintaining data base for ARES participants in WRC Training Plan |
| Division | <ul style="list-style-type: none">• Responsible for maintaining data base for Away Team Qualified ARES members |

WRC ARES® STANDARDIZED TRAINING PLAN TASK WORKBOOK

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

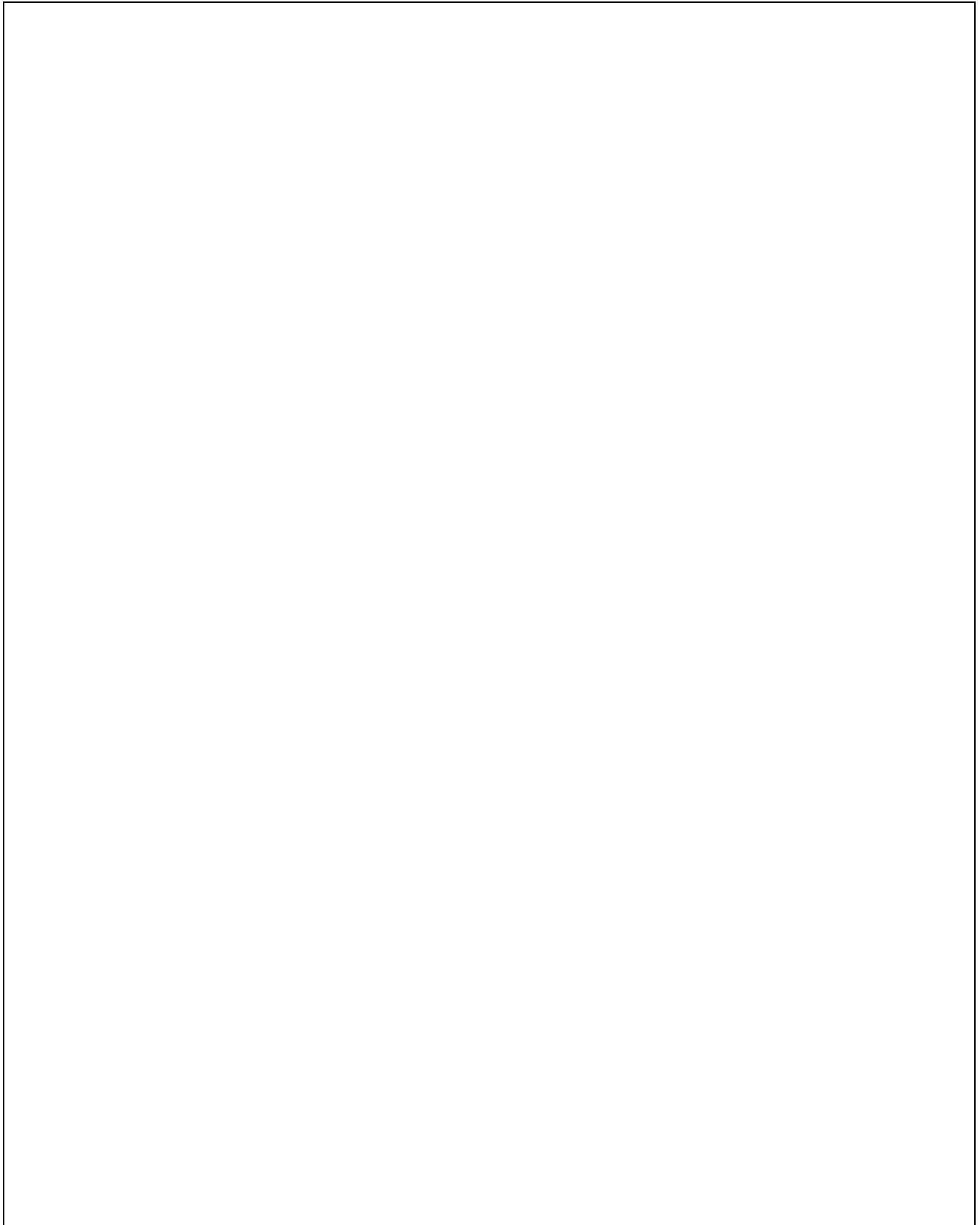
At end of shift or demobilization

- 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

Add Copies of FEMA/NIMS ICS Course Certificates Here:

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for users to paste copies of FEMA/NIMS ICS Course Certificates.

WRC ARES® STANDARDIZED TRAINING PLAN TASK WORKBOOK

NAME: _____ CALL: _____ LICENSE CLASS: _____
 HOME GROUP: _____ DATE: _____

ARES® TRAINING LEVEL LEVEL-1 & HOME TEAM			
TASK	Req/Opt	COMPLETION DATE	EC Sign Off
Education			
IS-100a – Intro to ICS – Highly Recommended	O		
IS-700a – NIMS Intro	O		
SkyWarn Spotter Basic Training (online)	O		
Comment:			
Participation			
Join an ARES group	R		
Check-in to Weekly ARES Net (at least once per month)	R		
Attend and ARES BASICS CAMP	O		
Comment:			
Proficiency/Skill			
Amateur Radio License	R		
Comment:			

Add Copy of FCC License Here:

WRC ARES® STANDARDIZED TRAINING PLAN TASK WORKBOOK

Level-1 Completion Record

The listed tasks for the 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: _____

WRC ARES® STANDARDIZED TRAINING PLAN TASK WORKBOOK

NAME: _____ CALL: _____ LICENSE CLASS: _____
 HOME GROUP: _____ DATE: _____

ARES® TRAINING LEVEL			
LEVEL-2: INTERMEDIATE			
TASK	Req/Opt	COMPLETION DATE	EC or DEC Sign Off
Education			
IS-100a - Introduction to Incident Command System	R		
IS-200b – Single Incidents and Initial Action Incidents	R		
IS-700a – Introduction to the National Incident Management System	R		
IS-800 – Introduction to the National Response Plan	R		
ARRL EC-001 Introduction to Emergency Communications	R		
SkyWarn Basic Training Weather Monitoring (Biennially)	O		
Comment:			
Participation			
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		
Comment:			
Proficiency/Skill			
Program tone into HT manually	R		
Program frequency & offset into radio	R		
Write and send an ICS-213 VOICE 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		
Comment:			
Other /Unit Specific			
Comment:			

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Level-2 INTERMEDIATE Completion Record

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

_____The individual is recommended as certified for this level.

Date: _____ EC or DEC _____

Comments: _____

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NAME: _____ CALL: _____ LICENSE CLASS: _____
 HOME GROUP: _____ DATE: _____

ARES® TRAINING LEVEL			
LEVEL-3: ADVANCED (Must complete all Level-2 requirements first)			
	Req/Opt	COMPLETION DATE	EC or DEC Sign Off
NOTE THAT ALL RECURRING REQUIREMENTS ABOVE ALSO APPLY HERE			
Education			
FEMA Leadership Development Courses: IS-120, IS-230, IS-240, IS-241, IS-242, IS-244, and IS-288.	R		
SkyWarn Training Weather Monitoring	O		
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		
Comment:			
Participation			
Participate in Public Service Event Participation (Annually)	R		
Simulated Emergency Test or Exercise Participation	R		
Serve as Net Control - Ongoing	R		
Present a training session	R		
Comment:			
Leadership			
Hold/held a leadership position in a group	O		
Participate in PIO activities (PR-101 Qualifies)	O		
Comment:			
Proficiency/Skill			
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		
Comment:			

ADVANCED Level Completion Record

The listed tasks for the **Level-3** having been dated and initialed indicate successful completion of all the tasks required of the ARES® Communicator for the Level-3.

_____ 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: _____

WRC ARES® STANDARDIZED TRAINING PLAN TASK WORKBOOK

NAME: _____ CALL: _____ LICENSE CLASS: _____
 HOME GROUP: _____ DATE: _____

ARES® TRAINING LEVEL			
AWAY TEAM QUALIFIED (AWT) (Must complete all Advanced requirements first)			
TASK	Req/Opt	COMPLETION DATE	EC or DEC Sign Off
NOTE THAT ALL RECURRING REQUIREMENTS ABOVE ALSO APPLY HERE			
Education			
SkyWarn Advanced Training Weather Monitoring (Biennially)	R		
Comment:			
Participation			
Comment:			
Leadership			
Comment:			
Proficiency/Skill			
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:			

WRC 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.

WRC 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
Education				
Comment:				
Participation				
Comment:				
Leadership				
Comment:				
Proficiency/Skill				
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.

Date: _____ SEC, DEC or EC _____

Comments: _____

