

ARRL Iowa Section ARES® STANDARDIZED 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:

Location: _____ Date: _____

Iowa Section ARES® STANDARDIZED TRAINING PLAN TASK BOOK

Task Book

The Task Book is a working document that enables those ARES® communicators electing to participate in the Iowa Section training plan to track and document their training plan elements as they are completed towards increasing levels of 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 their 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 for 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 meeting/event presentations.

NOTE: the *approving EC* must meet/exceed the qualifications for each level they are signing off on.

Skill Levels:

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

Intermediate - Set of base level of validated skills desired by Iowa Section ARES®

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

Away Team Qualified (ARES MAT Team) – Highest level of training - Functions on 72-96 hour away assignments and is a prime candidate for Iowa 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

Section

- Responsible for maintaining database for ARES® participants in Iowa Training Plan

Iowa Section 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 (ICS Form 205)
- Assess 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 served 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 your 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 [Hot Wash] 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

Iowa Section ARES® STANDARDIZED TRAINING PLAN TASK BOOK

Attach Copy of FEMA/NIMS ICS Course Transcript Here:

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to attach a copy of their FEMA/NIMS ICS course transcript.

Iowa Section ARES® STANDARDIZED TRAINING PLAN TASK BOOK

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

ARES® TRAINING LEVEL			
BASIC*			
TASK	Req/Opt	COMPLETION DATE	EC Sign Off
Education			
ICS-100b - Intro to ICS*	R		
ICS-700a – NIMS Intro*	R		
ARRL EC-001 Intro to Emergency Communications**	O		
SkyWarn Spotter Basic Training (Every Two Years)	O		
Comment: *Sets initial baseline requirements. Will likely be insufficient for deployment at an incident. **EC-001 Course may be revised in the near future. But for now will remain as an "Optional" course.			
Participation			
Join an ARES® group	R		
Comment:			
Proficiency/Skill			
Obtain Amateur Radio License	R		
Comment:			

Attach Copy of FCC Amateur Radio License Here:

<p>BASIC Level Completion Record</p> <p>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.</p> <p>_____The individual is recommended as certified for BASIC Level.</p> <p>Date: _____ EC _____</p> <p>Comments: _____</p>

Iowa Section ARES® STANDARDIZED TRAINING PLAN TASK BOOK

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

ARES® TRAINING LEVEL INTERMEDIATE*			
TASK	Req/Opt	COMPLETION DATE	EC or DEC Sign Off
Education			
General Class License	O		
ICS-100b - Introduction to Incident Command System*	R		
ICS-200b – ICS for Single Resources & Initial Action Incidents*	R		
ICS-700a – NIMS, An Introduction*	R		
ICS-800b – National Response Framework, An Introduction*	R		
ARRL EC-001 Intro to Emergency Communications	O		
SkyWarn Spotter Basic Training (Every Two Years)	R		
Comment: *These should be considered as meeting the minimum requirements for deployment at an Incident. Local EMA authorities may require additional training.			
Participation			
Net Participation (Once per Quarter)	R		
Public Service Event Participation (Annually)	O		
Simulated Emergency Test or Exercise Participation	O		
Serve as Net Control	R		
Comment:			
Proficiency/Skill			
Obtain Task Book	R		
Program tone into HT (Manually or by Computer)	R		
Program frequency & offset into radio (Manually or Computer)	R		
Write and send an ICS-213 message (Manually or Computer)	R		
Operate unit specific Digital VHF station with NBEMS	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: *The contents of a 24-hour Kit will be specified in either a separate document or as an Annex to this document.			
Other /Unit Specific			
Obtain "Salamander" ID-Card specific to ARES** and/or RACES	R		
Comment: **Salamander ID-Card is becoming the defacto standard in Iowa. Enables holder to have recognizable credentials at County and State level. It is also recognized in many other states. Useful for ARES-MAT Team deployments.			

Iowa Section ARES® STANDARDIZED TRAINING PLAN TASK BOOK

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 **INTERMEDIATE Level**.

_____ The individual is in need of additional training as indicated below. (Optional)

Date: _____ EC or DEC _____

Comments: _____

Iowa Section ARES® STANDARDIZED TRAINING PLAN TASK BOOK

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

ARES® TRAINING LEVEL			
ADVANCED			
TASK	Req/Opt	COMPLETION DATE	EC or DEC Sign Off
Education			
ICS-802 – ESF #2 – Communications*	R		
ICS-240b – Leadership and Influence*	O/R*		
ICS-288a – Role of Voluntary Organizations in EM*	O/R*		
ICS-775 – EOC Management and Operations *	R		
SkyWarn Training Class (Bi-Annually)*	O		
PR-101 – Public Information Officer Training (EC-015)**	O**		
AUXCOM Course*	O		
<p>Comment: *Required for those seeking/holding leadership positions. These individuals should also hold a General Class (or higher) Amateur license. **This requirement may be revised in the future owing to the possibility of confusion with the PIO position in the ICS structure.</p>			
Participation			
Controlled Net Participation (Once per Quarter—minimum)	R		
Public Service Event Participation (Annually)	R		
Simulated Emergency Test or Exercise Participation (Annual)	R		
Serve as Net Control (Once per Quarter—minimum)	R		
<p>Comment:</p>			
Leadership			
Present a training session	R		
Hold/held a leadership position in a group	O		
Hold a General Class License or higher*	R		
Participate in PIO activities (PR-101 Qualifies)	H		
ARRL ECC-016 Emergency Communications Course*	H		
<p>Comment: *Highly recommended for those in leadership positions.</p>			
Proficiency/Skill			
Proficient in using ICS forms	R		
Program Tone into HT (Manually or by Computer)	R		
Program frequency & offset into radio (Man or Computer)	R		
Demonstrate cross band repeat on Mobile Radio (UHF→VHF)	O		
Operate VHF Winlink station in Peer-to-peer mode*	O		
Operate HF Winlink station*	O		
<p>Comment: *Optional requirement. Depends upon local and/or state practices and usage, and level of integration present with NTS.</p>			

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 **ADVANCED Level**.

_____ The individual is in need of additional training as indicated below. (Optional)

Date: _____ EC or DEC _____

Comments: _____

Iowa Section ARES® STANDARDIZED TRAINING PLAN TASK BOOK

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

ARES® TRAINING LEVEL			
AWAY TEAM QUALIFIED (AWT) For ARES-MAT			
TASK	Req/Opt	COMPLETION DATE	SEC or DEC Sign Off
Education			
IS-300 – Intermediate ICS for Expanding Incidents*	O		
IS-400 – Advanced ICS*	O		
E-969 NIMS ICS All Hazards Communications Unit Leader*	O		
ARRL EC-001 Intro to Emergency Communications	O		
ARRL EC-016 Public Service & Emergency Com Management**	O		
Comment: *Required for ARES MAT Team Leaders. **This course may be revised, or dropped, by ARRL in the near future owing.			
Participation			
Controlled Net Participation (Once per Quarter)	R		
Public Service Event Participation (Annually)	R		
Simulated Emergency Test or Exercise Participation (Bi-Annually)	R		
Comment:			
Leadership			
Present a training session	R		
Hold a General Class License or higher	R		
Comment:			
Proficiency/Skill			
Assemble a 72/120 hour Kit	R		
Program Tone into HT (Manually or by computer)	R		
Program frequency & offset into radio	R		
Demonstrate ability to setup a Type 1 Away Team Go-Kit	R		
Demonstrate ability to setup a Fldigi VHF/UHF and/or HF operation.	R		
Operate HF Winlink station	O		
Demonstrate Winlink Peer-to-Peer mode	O		
Comment: Proficiency with basic ICS-Forms such as, ICS-205 Communications Plan, ICS-217a Communications Resources, ICS-214, and ICS-309.			

Iowa Section ARES® STANDARDIZED TRAINING PLAN TASK BOOK

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 **AWAY TEAM Qualified 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: _____

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.

Iowa Section ARES® STANDARDIZED TRAINING PLAN TASK BOOK

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

ARES® SECTION/DISTRICT/UNIT SPECIFIC TRAINING REQUIREMENTS				
ALL LEVELS				
TASK	R/O /H	LEVEL I-A-E	COMPLETION DATE	EC Sign Off
Education				
Comment:				
Participation				
Comment:				
Leadership				
Comment:				
Proficiency/Skill				
Comment:				

Iowa Section ARES® STANDARDIZED TRAINING PLAN TASK BOOK

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: _____

Appendix