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: _____

ARES® Training Plan Task Book

Task Book

The Task Book is a working document that enables those ARES® communicators electing to participate in the ARRL training plan to track and document their 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 three 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. This is considered the minimum requirements any additional training required at the local level is in addition to this Task Book.

Since the Task Book is personal to each ARES Communicator, each user should feel free to adapt it to their needs and requirements of their geographical region. An addendum page is included in each level of training for the room to add any additional task either required or completed.

Recommendations for minimum proficiencies and skills per level are listed. **ECs, 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.

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

Skill Levels :

> **Basic -** Entry level into ARES®, includes skills learned when obtaining an Amateur Radio license and basic course work.

> **Intermediate -** Set of skills desired by ARES® obtained through coursework and training.

> **Advanced -** Increased skill set that initiates a pathway to leadership positions and assignments.

Responsibilities:

> **Individual**
> - Review and understand Task Book requirements
> - Identify desired objectives/goals
> - 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
> - Submit completed Task Book to Section Management

> **Evaluator**
> - Be knowledgeable and proficient in the tasks being evaluated and approved
> - Meet with Communicator and evaluate past experiences, current qualifications and desired objectives/goals
> - Review tasks with Communicator
> - Document completion of tasks with Task Book sign-off's
> - Complete the sign-off, comments and qualifying

> **Section**
> - Maintain database for ARES® participants in ARES® Training Plan

Notes:

ARES STANDARDIZED TRAINING PLAN TASK BOOK

Name: _____ Call:_____ License Class:_____

Home Group: _____ Date:_____

ARES® TRAINING LEVEL
Basic

This is the primary level for those who choose a non-leadership role as well as those new to Amateur Radio or emergency communications. This introductory training is conducted by the local ARES group to meet its needs and those of its served agency or partners. This training could be formal or informal and would introduce the ARES participant to the fundamentals of emergency communications and provide instructions on how participants are to conduct themselves while serving in the field or otherwise activated. Participants are encouraged to complete Level 1 and advance to level 2 as soon as practical.
R = Required, O = Optional, E = Encouraged

TASK	R-O-E	COMPLETION DATE	EC SIGN OFF
Education			
IS-100 Intro to Incident command System*	R		
IS-700 Introduction to National Incident Mgt. System*	R		
IS-200 Basic Incident Command System for Initial Response*	E		
IS-800 National Response Framework, An Introduction*	E		
SKYWARN - Spotter Basic Training (Biennially)	O		
Basic EmComm Course	R		
Comment: *Sets initial baseline requirements. Will likely be insufficient for deployment at an incident. All FEMA IS Courses are current version. These IS courses are online courses and will require you to obtain a FEMA student ID.			
Participation			
Obtain Task Book	R		
Join an ARES® group	R		
Comment:			
Proficiency/Skill			
Obtain Technician class or higher Amateur Radio License	R		
Comment:			

Attach Copy of FCC License Here:

ARES STANDARDIZED TRAINING PLAN TASK BOOK

Name: _____ Call:_____ License Class:_____

Home Group: _____ Date:_____

ARES® SECTION/UNIT SPECIFIC TRAINING REQUIREMENTS
All Levels

This page is for listing of additional tasks as may be required by ARES units for their specific needs.
R = Required, O = Optional, E = Encouraged

TASK	R-O-E	LEVEL 1-2-3	COMPLETION DATE	EC SIGN OFF
Education				
Comment:				
Participation				
Comment:				
Leadership				
Comment:				
Proficiency/Skill				
Comment:				

Attach Copy of FEMA/NIMS ICS Course Transcript Here:

ARES STANDARDIZED TRAINING PLAN TASK BOOK

Name: _____ Call:_____ License Class:_____

Home Group: _____ Date:_____

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 the Level 1.

_____   The Individual is recommended as certified for this level.

Date: _____EC _____

Comments:_____

ARES STANDARDIZED TRAINING PLAN TASK BOOK

Name: _____ Call:_____ License Class:_____

Home Group: _____ Date:_____

ARES® TRAINING LEVEL
Intermediate

This training level builds upon what has been learned in Level 1, and participants in Level 2 may elect to remain at this level based upon the extent of their desired ARES involvement. Much of this training is conducted by the local ARES group to meet its needs and those of their served agency or partners and provides a better understanding of emergency communications. Participants in Level 2 may wish to continue with Level 3 and the potential for leadership roles.

R = Required, O = Optional, E = Encouraged

Education

IS-100 – Intro to Incident command System***	R		
IS-200 – ICS for Single Resource***	R		
IS-700 – Introduction to National Incident Mgt. System***	R		
IS-800 – National Response Framework***	R		
IS-802 – Emergency Support Function (ESF) #2 – Communications***	E		
Intermediate EmComm Course	R		
SKYWARN Spotter Basic Training (Biennially)	E		

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	E		
Simulated Emergency Test or Exercise Participation (Annually)	O		
Serve as Net Control	O		

Comment:

Proficiency/Skill

Program tone into HT	R		
Program frequency & offset into radio	R		
Write and send an ICS-213 message	R		
Operate VHF Digital messaging station	O		
Operate unit specific Digital VHF or HF station	O		
Build a simple dipole antenna**	E		
Build Powerpole® type adapter cable**	E		
Solder PL259 connector to coax**	E		
Assemble a 24-hour Deployment Kit*	E		

Comment: * The contents of a 24-hour Kit will be specified in either a separate document or as an Annex to this document.
**   ** Skills that are very useful to know and everyone is encouraged to learn.**
**   *** All FEMA IS Courses are current version**

Other/Unit Specific

Comment:

ARES STANDARDIZED TRAINING PLAN TASK BOOK

Name: _____ Call:_____ License Class:_____

Home Group: _____ Date:_____

ARES® SECTION/UNIT SPECIFIC TRAINING REQUIREMENTS
All Levels

This page is for listing of additional tasks as may be required by ARES units for their specific needs.

R = Required, O = Optional, E = Encouraged

TASK	R-O-E	LEVEL 1-2-3	COMPLETION DATE	EC SIGN OFF
Education				
Comment:				
Participation				
Comment:				
Leadership				
Comment:				
Proficiency/Skill				
Comment:				

Attach Copy of FEMA/NIMS ICS Course Transcript Here:

ARES STANDARDIZED TRAINING PLAN TASK BOOK

Name: _____ Call:_____ License Class:_____

Home Group: _____ Date:_____

Level 2 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.

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

Date: _____EC of DEC _____

Comments:_____

ARES STANDARDIZED TRAINING PLAN TASK BOOK

Name: _____ Call:_____ License Class:_____

Home Group: _____ Date:_____

ARES® TRAINING LEVEL Advanced			
Level 3 prepares the participant to take on ARES Team leadership roles in his/her ARES group or section. **R = Required, O = Optional, E = Encouraged**			
TASK	**R-O-E**	**COMPLETION DATE**	**EC SIGN OFF**
Education			
IS-120 – An Introduction to Exercises***	R		
IS-230 – Fundamentals of Emergency Management***	R		
IS-235 – Emergency Planning***	R		
IS-240 – Leadership & Influence***	R		
IS-241 – Decision Making & Problem Solving***	R		
IS-242 – Effective Communications***	R		
IS-244 – Developing & Managing Volunteers***	R		
IS-288 – Role of Voluntary organizations in Emergency Mgt***	R		
IS-2200 – Basic Emergency Operations Center Functions***	R		
IS-802 – Emergency Support Function (ESF) #2 – Communications***	R		
ARES Advanced EmComm Course	R		
SKYWARN Advanced Training Class (Biennially)	O		
PR-101 – Public Information Officer Training	O		
AUXCOM Course	E		
ICS-300 – Incident Command System for Expanding Incidents**	E		
ICS-400 – Advanced Incident Command System**	E		
COML (Communications Unit Leader)	O		
COMT (Communications Unit Technician)	O		
Comment: * Required for those seeking/holding leadership positions. These individuals should also hold a General Class (or higher) Amateur license. ** Participants are encouraged to complete the FEMA courses ICS-300 and ICS-400 when they become available locally. *** All FEMA IS Courses are current version			
Participation			
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	O		
Comment:			

ARES STANDARDIZED TRAINING PLAN TASK BOOK

Name: _____ Call:_____ License Class:_____

Home Group: _____ Date:_____

Participate in PIO activities (PR-101 Qualifies)	R		
EC-001 Course Instructor/Mentor	O		
Comment:			
Proficiency/Skill			
Proficient in using ICS forms	R		
Operate VHF Digital messaging station in Peer-to-peer mode	R		
Operate HF Digital Mode Messaging Station	R		
Program Tone into HT	R		
Program frequency & offset into radio	R		
Demonstrate cross band repeat on Mobile Radio (UHF ⟶ VHF)	O		

Level 3 Completion Record

The listed tasks for the Level 3 having been completed, 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 of DEC _____

Comments:_____

ARES STANDARDIZED TRAINING PLAN TASK BOOK

Name: _____ Call:_____ License Class:_____

Home Group: _____ Date:_____

ARES® SECTION/UNIT SPECIFIC TRAINING REQUIREMENTS
All Levels

This page is for listing of additional tasks as may be required by ARES units for their specific needs.
R = Required, O = Optional, E = Encouraged

TASK	R-O-E	LEVEL 1-2-3	COMPLETION DATE	EC SIGN OFF
Education				
Comment:				
Participation				
Comment:				
Leadership				
Comment:				
Proficiency/Skill				
Comment:				

Attach Copy of FEMA/NIMS ICS Course Transcript Here:

Notes:

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 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 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 as directed
- ❏ Communicators may want to maintain personal log of actions and events

Team Leader Responsibilites
- ❏ Review common responsibilities
- ❏ Participate in incident meetings and briefings as required
- ❏ Determine 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