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: __________________________

Version: 1.0.2 March 2019
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 ARES 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:
Level 1 - Entry level into the ARES® organization, assumes certain skills by obtaining an Amateur Radio license
Level 2 - Set of base level of validated skills desired by ARES®
Level 3 - 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 Training Plan
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
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*

<table>
<thead>
<tr>
<th>TASK</th>
<th>Req/Opt</th>
<th>COMPLETION DATE</th>
<th>EC Sign Off</th>
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</thead>
<tbody>
<tr>
<td><strong>Education</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IS-100.c - Introduction to Incident Command System*</td>
<td>R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IS-700.b – Introduction to National Incident Management System*</td>
<td>R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARRL EC-001 Introduction to Emergency Communications**</td>
<td>O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SKYWARN Spotter Basic Training (Every Two Years)</td>
<td>O</td>
<td></td>
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</tbody>
</table>

Comment: *Sets initial baseline requirements. Will likely be insufficient for deployment at an incident. **EC-001 Course may be revised soon. But for now, will remain as an “Optional” course.

<table>
<thead>
<tr>
<th><strong>Participation</strong></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Join an ARES® group</td>
<td>R</td>
<td></td>
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</tbody>
</table>

Comment:

<table>
<thead>
<tr>
<th><strong>Proficiency/Skill</strong></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Obtain Amateur Radio License</td>
<td>R</td>
<td></td>
<td></td>
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</tbody>
</table>

Comment:

ATTACH COPY OF FCC AMATEUR RADIO LICENSE HERE:

__________________________________________________________________________________________

**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 Level 1.

Date: ____________________________ EC ____________________________
Comments: ______________________________________________________________________________

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ARES® STANDARDIZED TRAINING PLAN TASK BOOK

NAME: ___________________________ CALL: __________ LICENSE CLASS: ______________
HOME GROUP: ______________________ DATE: ______________

ARES® TRAINING LEVEL

Level 2*

<table>
<thead>
<tr>
<th>TASK</th>
<th>Req/Opt</th>
<th>COMPLETION DATE</th>
<th>EC or DEC Sign Off</th>
</tr>
</thead>
</table>

**Education**

General Class License
IS-100.c - Introduction to Incident Command System*
IS-200.c – Basic Incident Command System for initial Response*
IS-700.b – Introduction to National Incident Mgt System*
IS-800.c – National Response Framework, An Introduction*
ARRL EC-001 Intro to Emergency Communications
SKYWARN Spotter Basic Training (Every Two Years)

| 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)
Public Service Event Participation (Annually)
Simulated Emergency Test or Exercise Participation
Serve as Net Control

| Comment: |

**Proficiency/Skill**

Obtain Task Book
Program tone into HT (Manually or by Computer)
Program frequency & offset into radio (Manually or Computer)
Write and send an ICS-213 message (Manually or Computer)
Operate unit specific Digital VHF station with NBEMS
Build a simple dipole antenna
Build Powerpole adapter cable
Solder PL259 connector to coax
Assemble a 24-hour Kit*

| 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**

| Comment: |

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### 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 Level 2.

- The individual is recommended as certified for **Level 2**.
- The individual is in need of additional training as indicated below. (Optional)

<table>
<thead>
<tr>
<th>Date: __________________________</th>
<th>EC or DEC __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments: ______________________</td>
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</tbody>
</table>
ARES® STANDARDIZED TRAINING PLAN TASK BOOK

NAME: ________________________ CALL: ________________________ LICENSE CLASS: ________________________
H O M E G R O U P: ________________________ DATE: ________________________

ARES® TRAINING LEVEL

Level 3

<table>
<thead>
<tr>
<th>TASK</th>
<th>Req/Opt</th>
<th>COMPLETION DATE</th>
<th>EC or DEC Sign Off</th>
</tr>
</thead>
</table>

Education

| IS-120.c – An Introduction to Exercises* | R |
| IS-235.c – Emergency Planning* | R |
| IS-240.b – Leadership and Influence* | R |
| IS-241.b – Decision Making and Problem Solving* | R |
| IS-242.b – Effective Communications* | R |
| IS-244.b – Developing and Managing Volunteers* | R |
| IS-288.a – Role of Voluntary Organizations in Emer. Mgt* | R |
| IS-775 - EOC Management and Operations * | R |
| ARRL EC-016 Public Service & Emergency Com Mgt* | R |
| SKYWARN Training Class (Bi-Anually) * | R |
| PR-101 – Public Information Officer Training (EC-015) ** | O |
| AUXCOM Course* | O |

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.

Participation

<table>
<thead>
<tr>
<th>Controlled Net Participation (Once per Quarter—minimum)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Public Service Event Participation (Annually)</td>
<td>R</td>
</tr>
<tr>
<td>Simulated Emergency Test or Exercise Participation (Annual)</td>
<td>R</td>
</tr>
<tr>
<td>Serve as Net Control (Once per Quarter—minimum)</td>
<td>R</td>
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</tbody>
</table>

Comment:

Leadership

| Present a training session | R |
| Hold/held a leadership position in a group | R |
| Hold a General Class License or higher* | O |
| Participate in PIO activities (PR-101 Qualifies) | R |

Comment: *Highly recommended for those in leadership positions.
<table>
<thead>
<tr>
<th>Proficiency/Skill</th>
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</thead>
<tbody>
<tr>
<td>Proficient in using ICS forms</td>
<td>R</td>
</tr>
<tr>
<td>Program Tone into HT (Manually or by Computer)</td>
<td>R</td>
</tr>
<tr>
<td>Program frequency &amp; offset into radio (Man or Computer)</td>
<td>R</td>
</tr>
<tr>
<td>Demonstrate cross band repeat on Mobile Radio (UHF→VHF)</td>
<td>R</td>
</tr>
<tr>
<td>Operate VHF Winlink station in Peer-to-peer mode*</td>
<td>O</td>
</tr>
<tr>
<td>Operate HF Winlink station*</td>
<td>O</td>
</tr>
</tbody>
</table>

Comment: *Optional requirement. Depends upon local and/or state practices and usage, and level of integration present with NTS.
**Level 3 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 **Level 3**.

- The individual is recommended as certified for this **Level 3**.
- The individual is in need of additional training as indicated below. (Optional)

<table>
<thead>
<tr>
<th>Date: __________________________</th>
<th>EC or DEC __________________________</th>
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<td>Comments: ______________________</td>
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ARES® STANDARDIZED TRAINING PLAN TASK BOOK

NAME: ___________________________ CALL: ____________ LICENSE CLASS: ____________
H O M E G R O U P: _________________________ DATE: ______________

ARES® TRAINING LEVEL

AWAY TEAM QUALIFIED (AWT) For ARES-MAT

<table>
<thead>
<tr>
<th>TASK</th>
<th>Req/Opt</th>
<th>COMPLETION DATE</th>
<th>SEC or DEC Sign Off</th>
</tr>
</thead>
</table>

**Education**

- IS-300 – Intermediate ICS for Expanding Incidents* | O | | |
- IS-400 – Advanced ICS* | O | | |
- All Hazards Communications Unit Leader COML* | O | | |
- ARRL EC-001 Intro to Emergency Communications* | R | | |
- ARRL EC-016 Public Service & Emergency Com Management* | R | | |

Comment: *Required for ARES MAT Team Leaders.

**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 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.
AWAY TEAM Qualified Level Completion Record

The listed tasks for the AWARE 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.
ARES® STANDARDIZED TRAINING PLAN TASK BOOK

NAME: ____________________________ CALL: __________ LICENSE CLASS: ______________
HOME GROUP: ______________________ DATE: __________________

ARES® SECTION/DISTRICT/UNIT SPECIFIC TRAINING REQUIREMENTS
ALL LEVELS

<table>
<thead>
<tr>
<th>TASK</th>
<th>R/O/H</th>
<th>LEVEL 1-2-3</th>
<th>COMPLETION DATE</th>
<th>EC Sign Off</th>
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</thead>
</table>

**Education**

<table>
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<tr>
<th>Task</th>
<th>R/O/H</th>
<th>LEVEL 1-2-3</th>
<th>COMPLETION DATE</th>
<th>EC Sign Off</th>
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Comment:

**Participation**

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<tr>
<th>Task</th>
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Comment:

**Leadership**

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<tr>
<th>Task</th>
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<th>LEVEL 1-2-3</th>
<th>COMPLETION DATE</th>
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</table>

Comment:

**Proficiency/Skill**

<table>
<thead>
<tr>
<th>Task</th>
<th>R/O/H</th>
<th>LEVEL 1-2-3</th>
<th>COMPLETION DATE</th>
<th>EC Sign Off</th>
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Comment:
### 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)

<table>
<thead>
<tr>
<th>Date:</th>
<th>SEC, DEC or EC</th>
<th>Comments:</th>
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</thead>
<tbody>
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Appendix