ARRL WEST GULF DIVISION ARES®
STANDARDIZED TRAINING PLAN
[South Texas Section]

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: 1.5 January 9, 2015 (South Texas Section)

Task Book

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

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

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
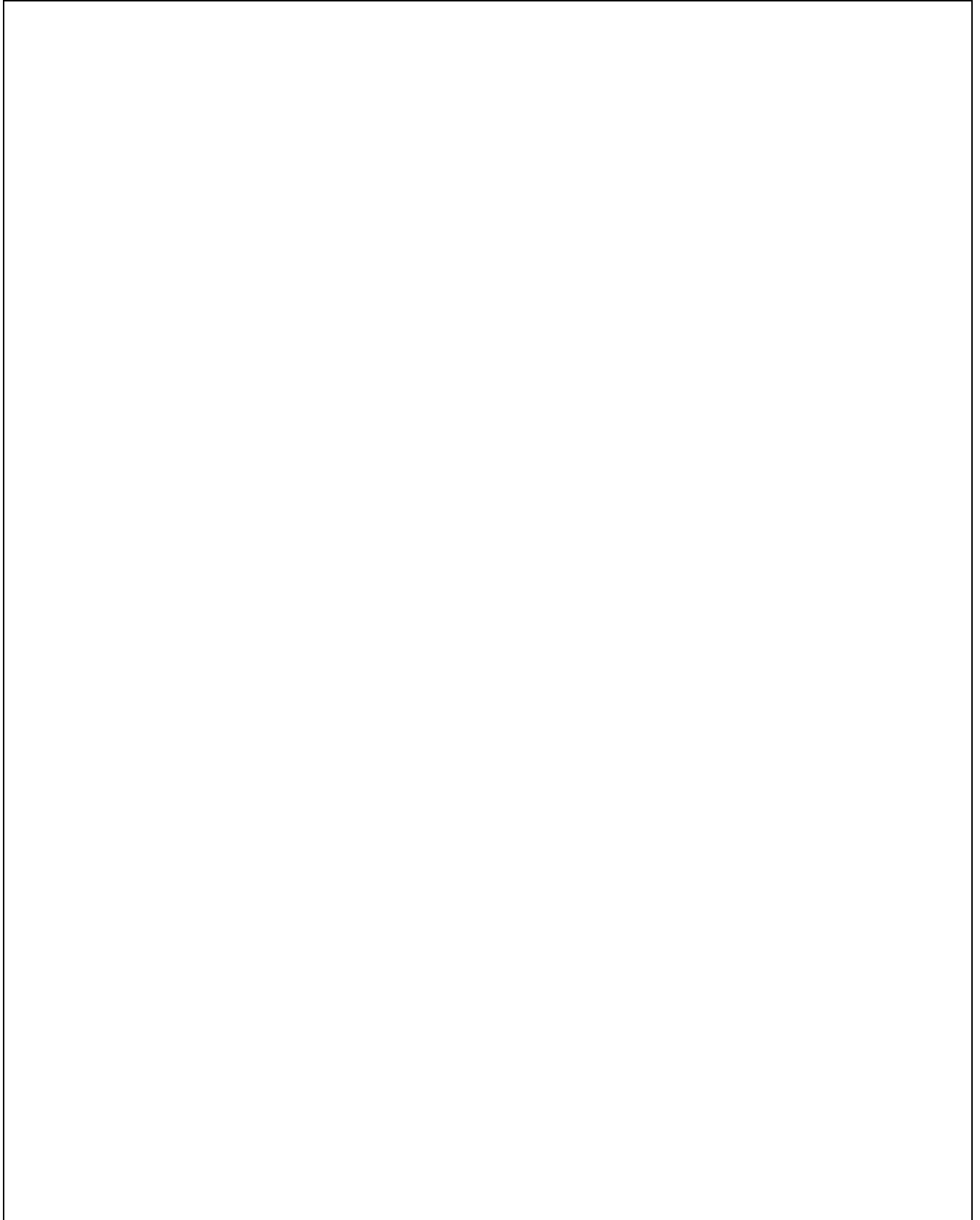- ☐ Carry out assignments as directed

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

Attach Copy of FEMA/NIMS ICS Course Certificates Here:

WGD 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
Education			
IS-100a - Intro to ICS	O		
IS-700a – NIMS Intro	O		
SkyWarn Spotter Basic Training (Biennially)	O		
Comment:			
Participation			
Join an ARES® group	R		
Comment:			
Proficiency/Skill			
Obtain Amateur Radio License	R		
Comment:			

Attach Copy of FCC License Here:

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: _____

WGD 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
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	O		
ARRL EC-001 Introduction to Emergency Communications	O		
SkyWarn Basic Training Weather Monitoring (Biennially)	R		
Comment:			
Participation			
Participate in a Directed Net (Quarterly)	R		
Public Service Event Participation (Annually)	O		
Participate in Simulated Emergency Test or Exercise	R		
Serve as Net Control	O		
Comment:			
Proficiency/Skill			
Obtain Taskbook	R		
Program tone into HT	R		
Program frequency & offset into radio	R		
Write and send an ICS-213 message	R		
Operate VHF Winlink station	R		
Operate HF Winlink station	O		
Build a simple dipole antenna	O		
Setup Cross Band Repeater on mobile	R		
Build Powerpole adapter cable	O		
Solder PL259 connector to coax	O		
Assemble a 24 hour Kit	R		
Write and send an ICS-213 message	R		
Comment:			
Other /Unit Specific			
Comment:			

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:_____
_____
_____

WGD ARES® STANDARDIZED TRAINING PLAN TASK WORKBOOK

NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

ARES® TRAINING LEVEL **ADVANCED (Must complete all Intermediate requirements first)**			
TASK	Req/Opt	COMPLETION DATE	EC or DEC Sign Off
NOTE THAT ALL RECURRING REQUIREMENTS ABOVE ALSO APPLY HERE			
Education			
IS-800 – Introduction to the National Response Plan	R		
IS-802 – Emergency Support Functions Communication	R		
ARRL EC-001 Introduction to Emergency Communications	R		
ARRL EC-016 Public Service & Emergency Communications Management	O		
SkyWarn Advanced Training Weather Monitoring (Biennially)	O		
PR-101 – Public Information Officer Training (EC-015)	O		
Comment:			
Participation			
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		
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		
Operate HF Winlink station	O		
Solder PL259 connector to coax	R		
Build Powerpole adapter cable	R		
Build a simple dipole antenna	R		
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:_____
_____
_____

WGD 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			
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:			

WGD 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.

WGD 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:				

WGD 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:_____
_____
_____