

OREGON ARES[®] STANDARDIZED TRAINING AND ASSESSMENT 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 (AEC/EC): _____ Call: _____

Title: _____ ARES[®] Group: _____

Phone Number: _____ Email: _____

OREGON ARES STANDARDIZED TRAINING PLAN TASK BOOK

Task Book

The Task Book enables those electing to participate in ARES® to track and document their training elements as they are completed towards increasing levels of proficiency. The Task Book should contain all training plan items, completion dates and sign-offs. The ARES® communicator is responsible for maintaining their Task Book and having it with them during training or operational deployments. Minimum proficiencies and skills per level are listed. Prior known experience or previous versions of courses may be substituted for some listed tasks with appropriate evaluation and sign-off.

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

Four levels of training will allow ARES® communicators to enter the program and migrate to higher levels of qualification and service:

- **Introductory Level** — This is the temporary entry level for those who are new to Amateur Radio or emergency communications. The training in this level will include an introduction to Oregon and County ARES®, and will initiate any required background checks. As an Introductory Level member, you are expected to achieve Level I status within one year.
- **Level 1** — This level will focus on the fundamentals of emergency communications, and provide instruction on how communicators are to conduct themselves. The key requirements for completing Level I are completing EC-001, Oregon Specific ARES® Training and demonstrating key skills, such as programming and using your radio properly.
- **Level 2** — This is the level necessary to participate in any operation which interacts with served agencies. To qualify for this level, communicators shall have completed the following courses: FEMA ICS-100, ICS-200, ICS-700 and ICS-800, and will need to demonstrate those skills necessary to communicate with other counties and state EOM. Level II is the level expected for emergency deployment outside your county.
- **Level 3** — This level of training prepares ARES® communicators to take on leadership positions such as EC, ADEC, DEC, ASEC, and SEC, and other designated positions in the ARES® program. Communicators are required to complete ARRL's EC-016, Emergency Communications for Management, when available along with FEMA Professional Development Series of courses ICS- 120, ICS-230, ICS-240, ICS-241, ICS-242, ICS-244, and ICS-288 the Role of voluntary Organizations in Emergency Management. Communicators also are encouraged to complete the FEMA courses ICS- 300, and ICS-400 should they be available locally.

Completion of all training programs will be verified by the communicator's Emergency Coordinator (EC) before the communicator advances to the next level.

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
- Submit completed Task Book to Section Management
- Maintain proficiencies in all signed-off items

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 offs
- Completing the sign off, and providing appropriate comments regarding areas for improvement and/or focus

ARES® Responsibilities

It is the responsibility of each ARES® communicator to be prepared with the proper dress, equipment, knowledge and demeanor to support the assigned task and the organization. If you are unable to perform your assignment, please let your Team Leader or requesting agency know so that you may be assigned appropriately or excused.

Under the discretion of the EC, any member may be temporarily or permanently dismissed for any reason.

Operational Responsibilities

Prior to and at Staging

- ☐ Receive Job assignment, reporting location and travel instructions. **Do not self-deploy.**
- ☐ Verify equipment needed for assignment.
- ☐ Assess personal readiness for incident and climate (physical condition, clothing, medications, money, equipment and guides, "96-hour Go-Kit", etc.)
- ☐ Perform a check-list of your equipment and personal "96-hour Go-Kit."
- ☐ Inform others or leave publically visible record as to where you are going and how to contact you.
- ☐ Review your Operations and Procedures Notebook/Documentation.
- ☐ Check in at Staging Area.
- ☐ Obtain briefing from Agency Lead or Resource Team Leader regarding incident/event including frequency plan.
- ☐ **All equipment should be permanently marked with your call sign.**

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.
- ☐ Safely set up your equipment.
- ☐ Maintain log of actions, events and suggestions for future improvement on appropriate ICS forms.
- ☐ Establish radio contact with net control per frequency plan.
- ☐ Prepare and maintain reports and forms relevant to your tasks.
- ☐ Use clear text and ICS terminology in all radio communications (no codes).
- ☐ Carry out assignments as directed.
- ☐ Take responsibility for your personal safety, health and welfare throughout assignment/deployment.

At end of shift or demobilization

- ☐ Brief relief communicator on operations/status/open issues.
- ☐ If indicated, retrieve all personal gear and return your area to pre-arrival condition.
- ☐ Check out with Net Control and/or return to staging area.
- ☐ Report to staging area or assigned location for rest, reassignment or deactivation.
- ☐ Participate in after-action activities (known as a Hot Wash) as directed.

Team Leader Responsibilities

- ☐ The primary responsibility of the Team Leader is to ensure safety, health and security of unit.
- ☐ Determine and record current status of unit activities.
- ☐ Determine resource needs.
- ☐ Create and disseminate team plan: personnel, assignments, durations, definitions of success.
- ☐ Assign specific duties, provide briefings on operation, success criteria, safety.
- ☐ Participate in/lead incident meetings and briefings as required.
- ☐ Order additional resources as needed.
- ☐ Provide unit with status updates and reports.
- ☐ Maintain personnel accountability status.
- ☐ Maintain records on personnel evaluation for personnel management.
- ☐ Supervise demobilization.
- ☐ Lead and report on team after-action review activity.
- ☐ Ensure team has appropriate food, water and shelter.
- ☐ Collect and maintain all unit records and forms, including after-action documentation.

OREGON ARES STANDARDIZED TRAINING PLAN TASK BOOK

ARES® TRAINING LEVEL INTRODUCTORY LEVEL			
TASK	Req/Opt	COMPLETION DATE	EC Sign Off
Education/Qualifications			
18 years of age or older	R		
Technician Class FCC Amateur Radio License (minimum level)	R		
Introduction to Oregon/County ARES® (classroom training)	R		
Proficiencies/Skills/Participation			
Demonstrated proficiency in net participation	R		
Demonstrate programming tone, frequency & offset into radio	R		
Demonstrate ability to properly use radio	R		
Attend at least 3 monthly ARES® meetings each 6 months. (Recommended attendance in ARES® sub-unit meetings.) (Excused by discretion of the EC)	R	(Ongoing requirement to maintain level.)	See task list on page 15/16.
Comment:			

INTRODUCTORY LEVEL 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® Level I.

_____The individual is certified as completing **SECTION/DISTRICT/UNIT SPECIFIC TRAINING requirements.** —

Date: _____ EC _____

Comments: _____

Please forward notice of completion to ARES® EC and Individual should maintain a copy.

OREGON ARES STANDARDIZED TRAINING PLAN TASK BOOK

ARES® TRAINING LEVEL			
LEVEL I			
TASK	Req/Opt	COMPLETION DATE	EC Sign Off
Education/Qualifications			
Sign off on INTRODUCTORY LEVEL	R		
Completion of ARRL EC-001 Course (including all exercises)	R		
Completion of Oregon ARES® Communication for Oregon	R		
Proficiencies/Skills/Participation			
Demonstrate proficiency in ITU phonetic alphabet	R		
Attend at least 3 monthly ARES® meetings each 6 months. (Recommended attendance in ARES® sub-unit meetings.) (Excused by discretion of the EC)	R	(Ongoing requirement to maintain level.)	See task list on page 15/16.
Actively participate in at least one field Simulated Emergency Test (SET) per year.	R	Ongoing requirement to maintain level.	See task list on page 15/16.
Actively participate in at least one county exercise per year.	R	Ongoing requirement to maintain level.	See task list on page 15/16.
Other /Unit Specific/Sub-Unit Specific			
Comment:			

OREGON ARES STANDARDIZED TRAINING PLAN TASK BOOK

LEVEL I 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® Level I.

_____The individual is certified as completing **SECTION/DISTRICT/UNIT SPECIFIC TRAINING requirements.** _

Date: _____ EC _____

Comments: _____

Please forward notice of completion to ARES® EC and Individual should maintain a copy.

OREGON ARES STANDARDIZED TRAINING PLAN TASK BOOK

ARES® TRAINING LEVEL LEVEL II			
TASK	Req/Opt	COMPLETION DATE	EC Sign Off
Education			
Sign off on LEVEL I	R		
ICS-100.b - Introduction to Incident Command System https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b	R		
ICS-200.b – ICS for Single Resources & Initial Action Incidents https://training.fema.gov/is/courseoverview.aspx?code=IS-200.b	R		
ICS-700.a – NIMS, An Introduction https://training.fema.gov/is/courseoverview.aspx?code=IS-700.a	R		
ICS-800.b – National Response Framework, An Introduction https://training.fema.gov/is/courseoverview.aspx?code=IS-800.c	R		
SKYWARN Spotter Training (when available) https://www.skywarn.org/training/	R		
Disaster Communication: Principles, ICS message forms, pro-signs, and voice message passing	R		
DC Power (ARES® Training)	R		
Basic WINLINK Training (ARES® Training)	R		
Comments:			

OREGON ARES STANDARDIZED TRAINING PLAN TASK BOOK

ARES® TRAINING LEVEL LEVEL II (Continued)			
TASK	Req/Opt	COMPLETION DATE	EC Sign Off
Proficiencies/Skills/Participation			
Maintain Amateur Radio License (Technician or higher)	R		
Attend at least 3 monthly ARES® meetings each 6 months. (Recommended attendance in ARES® sub-unit meetings.) (Excused by discretion of the EC)	R	(Ongoing requirement to maintain level.)	See task list on page 15/16.
Demonstrate ability to run a net	R		
Actively participate in at least one field Simulated Emergency Test (SET) per year.	R	Ongoing requirement to maintain level.	See task list on page 15/16.
Actively participate in at least two county exercises per year.	R	Ongoing requirement to maintain level.	See task list on page 15/16.
Send and receive ICS-213 messages by voice	R		
Demonstrate composing and sending WINLINK communication	R		
Demonstrate composing and sending ICS-213 forms via WINLINK communication	R		
ARES® and/or Sub-unit Net Participation (Once per Month)	R	Ongoing requirement to maintain level.	See task list on page 15/16.
Demonstrate the ability to relay simplex traffic on VHF/UHF on ICS-213 forms	R		
Demonstrate proficiency in logging and activity reporting	R		
Set-up and demonstrate proficiency in SSTV	O		
Comments:			

OREGON ARES STANDARDIZED TRAINING PLAN TASK BOOK

ARES® TRAINING LEVEL LEVEL II (Continued)			
TASK	Req/Opt	COMPLETION DATE	EC Sign Off
Materials			
Obtain transceiver (25W or higher) capable of at least the 144/440MHz Bands, plus appropriate antennas for those bands.	R		
Obtain and label standard ARES® vest and hard hat	R		
Prepare and maintain 96 hour kit and appropriate supplies	R		
Approved battery charger and appropriate battery	R		
Other /Unit Specific/Sub-Unit Specific			
Comment:			

LEVEL II 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® Level II.

_____The individual is certified as completing **SECTION/DISTRICT/UNIT SPECIFIC TRAINING requirements.** _

Date: _____ EC _____

Comments: _____

Please forward notice of completion to ARES® EC and Individual should maintain a copy.

OREGON ARES STANDARDIZED TRAINING PLAN TASK BOOK

ARES® TRAINING LEVEL LEVEL III			
TASK	Req/Opt	COMPLETION DATE	EC or DEC Sign Off
Education			
General Class License (or higher)	R		
Sign off on LEVEL II	R		
FEMA Professional Development Series ICS-288 the Role of Voluntary Organizations in Emergency Management.	R		
ARRL's <i>EC-016, Emergency Communications for Management</i> , when available	R (When available)		
FEMA Professional Development Series ICS-120	R *		
FEMA Professional Development Series ICS-230	R *		
FEMA Professional Development Series ICS-241	R *		
FEMA Professional Development Series ICS-242	R *		
FEMA Professional Development Series ICS-244	R *		
FEMA IS-300 if available locally	O ‡		
FEMA IS-400 if available locally	O ‡		
* Can be excused at EC discretion ‡ May be required at EC discretion			
Comments:			

OREGON ARES STANDARDIZED TRAINING PLAN TASK BOOK

ARES® TRAINING LEVEL LEVEL III (Continued)			
TASK	Req/Opt	COMPLETION DATE	EC or DEC Sign Off
Proficiency/Skill/Participation			
Net Participation – once per month. Ongoing requirement to maintain level.	R	Ongoing requirement to maintain level.	See task list on page 15/16.
Participate in 2 Simulated Emergency Tests per year. Ongoing requirement to maintain level.	R	Ongoing requirement to maintain level.	See task list on page 15/16.
Participate in 2 County Exercises Annually. If possible, lead at least one exercise or exercise portion.	R	Ongoing requirement to maintain level.	See task list on page 15/16.
Serve as Net Control (ARES® and/or sub-unit nets) at least two times in each 6 month period. Ongoing requirement to maintain level.	R	Ongoing requirement to maintain level.	See task list on page 15/16.
Submit appropriate reports including Net reports, Training reports, Timesheets, etc. in a timely manner.	R		
Demonstrate ability to build a simple dipole, J-Pole or similar antenna	R		
Demonstrate ability to build Powerpole® adapter cable	R		
Demonstrate ability to attach PL259 coax connectors	R		
Maintain 96-hour Kit (specified in a separate document.)	R		
Show proficiency in voice HF peer-to-peer message passing.	O		
Other /Unit Specific/Sub-Unit Specific			

OREGON ARES STANDARDIZED TRAINING PLAN TASK BOOK

ARES® TRAINING LEVEL

LEVEL III (Continued)

Comments:

LEVEL III Completion Record

The listed tasks for ARES® UNIT SPECIFIC TRAINING having been dated and initialed indicate successful completion of all the tasks required of the ARES® Level III.

_____ The individual is certified as completing UNIT SPECIFIC TRAINING requirements. _____ The individual is in need of additional training as indicated below. (Optional)

Date: _____ SEC, DEC or EC _____

Comments: _____

Please forward notice of completion to ARES® EC and Individual should maintain a copy.

OREGON ARES STANDARDIZED TRAINING PLAN TASK BOOK

ONGOING TASKS COMPLETED BY MONTH (INSERT COPIES OF THESE MONTHLY PAGES EACH YEAR)

YEAR _____

January

1.

2.

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February

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March

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September

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October

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November

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December

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OREGON ARES STANDARDIZED TRAINING PLAN TASK BOOK

ONGOING TASKS COMPLETED BY MONTH (INSERT COPIES OF THESE MONTHLY PAGES EACH YEAR)

YEAR _____

January

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February

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November

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December

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Attach copies of background check completions, photocopies of any relevant badges/authorizations, FEMA/NIMS ICS Course Certificates, FCC License and any other relevant certifications or records here (attach additional pages as needed):

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