

Alachua County Emergency Communications Volunteer Taskbook

- Version 0.1 June 8 2020 G. Gibby
- Version 0.2 March 4 2020 Reviewed by G. Gibby
- Version 0.3 Footer/Page #'s added
- Version 0.4 Reviewed for submission requested by Dalton Herding
- Version 0.5 Updated for 2022 July 2022
- Version 1.0 Release Sept 2022
- Version 1.1 Amended G-191 to allow up to 1 year
- Version 1.2 Amended per motions of November 2023 ARES(R)/NFARC meeting

NAME _____ Date Begun _____

LEVEL 1	Qualifications to serve as a deployed badged volunteer at an Alachua County Shelter or other County-Assigned location
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Evaluators can be any Alachua County EC or AEC who has already also completed the item under consideration. Be very careful that the volunteer actually has completed the task and can perform it properly.

Task	Completion Date/Comments	Evaluator Sign-off
1. All items from Level One of Florida ARES® Taskbook: https://arrl-nfl.org/wp-content/uploads/2020/01/Florida-ARES-Training-Task-Book-2020-R1.pdf		
2. Demonstrate successfully deploying a shelter-go box to power (battery and AC) and connecting to both VHF/UHF and public service antennas.		
3. Demonstrate programming in a new frequency, tone, and offset into the shelter go-box amateur radio transceiver.		
4 Complete the prescribed training on assisting deputies with their radio communications		
5. Demonstrate accurately sending and receiving a formal voice message in at least one of these formats: RADIOGRAM, or ICS-213 (embedded within a RADIOGRAM).		

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LEVEL 2	Qualifications to serve at the EOC with a Level3 Supervising (not necessarily present)
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Task	Completion Date/Comments	Evaluator Sign-off
1. All items from Level Two of Florida ARES® Taskbook: https://arrl-nfl.org/wp-content/uploads/2020/01/Florida-ARES-Training-Task-Book-2020-R1.pdf		
2. Demonstrated ability to properly operate at least one of the EOC radios in each of the following categories of radios within the EOC emergency communications room, as manifested by making actual communications: a) HF radio, to include both voice check-in to a net, and WINLINK connection to a distant RMS server b) VHF/UHF voice radio, to include transmission over both local and SARNET repeater systems; c) VHF data radio, to include connection to at least one VHF RMS station.		
3. Completion of G-191 Incident Command-System/Emergency Operations Center (ICS/EOC) Interface—(or equivalent) (Required within 1 year to remain credentialed.)¹		
4. Completion of IS-2200 - Basic Emergency Operations Center Functions; Online, Required.		
5. Demonstrated capability to create an emergency antenna and tune it for a given frequency (e.g. 146.820 MHz) to an SWR of < 2.5:1 out of wire or tubing, as preferred, using the instruments located within the Emergency Communications Room, or instruments brought with themselves.		
6. Demonstrated ability to move formal traffic on amateur or federal voice nets.		
7. Demonstrated ability to move digital radio email via WINLINK over all three systems: Amateur HF; Amateur VHF; SHARES HF		
8. Demonstrated ability to charge all battery systems maintained in the EOC radio room.		

¹ Removed, per motion of November 2023 ARES(R)/NFARC meeting

LEVEL 3

Qualifications to serve at the EOC and supervise Level II volunteers

Task	Completion Date/Comments	Evaluator Sign-off
<p>1. All items from Level Three of Florida ARES® Taskbook: https://arrl-nfl.org/wp-content/uploads/2020/01/Florida-ARES-Training-Task-Book-2020-R1.pdf EXCEPT that the Professional Development Series Courses (IS-120 Introduction to Exercises, IS-230, Fundamental of Emergency Management, IS-240 Leadership and Influence, IS-241 Decision Making and Problem Solving, IS-242 Effective Communication, IS-244 Developing and Managing Volunteers and IS-288 The Role of Voluntary Organizations in Emergency Management), and ARRL EC-016, and G-191 are not required.²</p>		
<p>2. Demonstrated understanding of the impact of critical frequency and D-layer in HF communications, to include being able to locate the currently measured critical frequency from at least ONE United States government ionosonde station, and to explain the maximum frequency usable for (a) NVIS local communications; (b) communications to approximately 1000 miles, based on the data from that resource.</p>		
<p>3. Demonstrated understanding of how to access SHARES nets in the southeast and national areas, to include actual check-in experience at least one into at least one of them.</p>		
<p>4. Experience of running traffic nets at least ONCE in either (a) high-stress educational simulation or (b) actual traffic nets part of the NTS or RRI (such as the FPTN, or during an Exercise)</p>		
<p>5. Demonstrated ability to connect and operate (a) all HF power amplifiers located in the EOC radio</p>		

² Exceptions were passed in a motion at the November 2023 meeting of ARES(R)/NFARC.

<p>room;</p> <p>(b) all HF antenna tuners; and</p> <p>(c) all HF transceivers.(to include tuning up to a chosen frequency and creating SSB and PSK31 transmissions</p> <p>(d) the VHF/UHF voice transceivers in the EOC (to include adjusting the Squelch and programming a simplex frequency on the fly)</p> <p>(e) one or more of the VHF data transceivers in the EOC radio room.</p>		
<p>6. Documented participation in Region3/Region 5 monthly exercises at least twice.</p>		
<p>7. Documented access to include sending radio email traffic over at least</p> <p>(a) five different HF public RMS</p> <p>(b) five different SHARES RMS</p>		
<p>8. Demonstrated ability to explain the power connections to each radio in the EOC backup radio room.</p>		
<p>9. Demonstrated ability to switch between available EOC HF antennas.</p>		