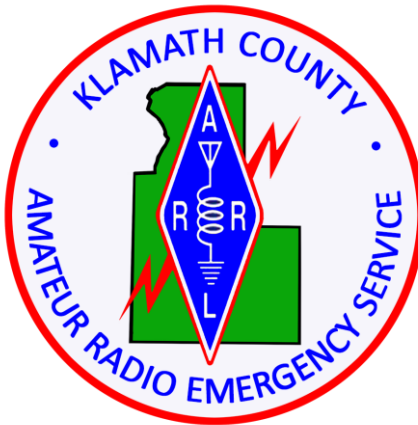


# KLAMATH COUNTY ARES® STANDARDIZED TRAINING AND ASSESSMENT PLAN



## 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: \_\_\_\_\_

# KLAMATH COUNTY ARES™ TRAINING TASK BOOK

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## KLAMATH COUNTY ARES™ TRAINING 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. Prior known experience or previous versions of courses may be substituted for some listed tasks with EC approval.

#### NOTE:

**Approving EC/AEC** must meet or exceed qualifications for each level they are signing off on.

Three levels of training will allow ARES communicators to enter the program and migrate to higher levels of qualification and service.

- **Level 1** — This is an entry level for those who are new to Amateur Radio or emergency communications. This training will focus on the fundamentals of emergency communications and provide instruction on how communicators are to conduct themselves while serving. The key requirements for Level I are obtaining at least a Technician Class FCC license, 6 months ARES membership, and attending the Introduction to ARES training. To be recognized as a Level I member you are expected to complete Level I Basic Requirements, Level I Training Matrix skills, and meet and maintain Participation Currency standards within one year of completing the application process and credentialing. ARES Members working toward Level I are considered “provisional members.”
- **Level 2** — To qualify for this level, communicators shall have completed all the Level II Basic Requirements, Level II Training Matrix skills, and maintain Level II Participation Currency. Communicators are also encouraged to take advantage of training opportunities available through partners and online to enhance their knowledge and skill set. Level II is the level expected for emergency deployment.
- **Level 3** — This level of training prepares ARES communicators to take on leadership positions such as Field Trainers, Classroom Instructors, Mentors, Specialists, AEC local appointments as well as EC, DEC, and SEC Section level appointments in the ARES program. Communicators are required to complete all Basic Requirements for Level III, Level III Training Matrix, and maintain Level III Participation Currency. Requirement minimums vary depending on the Level III job assigned. All Level III members are *encouraged* to complete *all* available training regardless of job assignment.

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

# KLAMATH COUNTY ARES™ TRAINING TASK BOOK

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## 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 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 Unit Leader or requesting agency know so that you may be assigned appropriately or excused.

All ARES unit members in Klamath ARES will Complete *all level appropriate* learning modules that make up the “local” basic training elements of the Basic Skills Matrix in addition to the National and Section requirements in this Task Book at each level. A signoff sheet for the local training modules, the Basic Skills Matrix, will be appended to this Task Book.

All ARES unit members in Klamath ARES will maintain a Skill Log providing documentation of continuing proficiency of skills learned in the training modules for their current level and all previous levels. Proficiency and recurrent training schedules will be in the Skill Log. This requirement may also be met by logging skills used or learned on the members monthly time record (ICS-214).

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

# KLAMATH COUNTY ARES™ TRAINING TASK BOOK

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## Operational Responsibilities

### Prior to and at Staging

- Receive Job assignment, who to report to, 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, guides, and “96-hour Go-Kit” etc.)
- Perform a checklist of your equipment and personal “96-hour Go-Kit.”
- Inform others or leave a publicly 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 or assigned resource net.
- Obtain briefing from the person you are reporting to or your assignment lead regarding incident/event including frequency plan.
- All personal 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 per frequency plan.
- Determine location to set up equipment.
- Safely set up your equipment.
- Maintain personal log of actions, events and suggestions for future improvement on appropriate ICS forms.
- Prepare and maintain reports and forms relevant to your tasks.
- Use clear text and ICS terminology in all communications (no abbreviations or codes).
- Carry out assignments as directed.
- Take responsibility for your personal safety, health, and welfare throughout the assignment/deployment.

### At end of shift or demobilization

- Brief relief communicator on operations, status, and open issues when relieved.
- Retrieve all personal equipment and return your area to pre-arrival condition.
- Check out with assigned Unit Lead 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.
- If standing down from a served agency, communicate with your ARES supervisor that you have been cleared to stand down before leaving the assignment site or staging area.

## **Unit Leader Responsibilities**

- The primary responsibility of the Unit leader is to ensure safety, health, and security of unit.
- Determine the current status of unit activities.
- Determine resource needs.
- Create and disseminate unit plan: personnel, assignments, durations, definitions of success.
- Assign specific duties, provide briefing 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 unit after-action review activity.
- Ensure unit has appropriate food, water, and shelter.
- Collect and maintain all unit records and forms, including after-action documentation.

ARES™ unit members in Klamath County may be assigned non-ARES™ units to provide communications and or infrastructure support. If assigned to a non-ARES™ unit or task, once you are released from that unit or task you must check back in with your ARES™ Team Leader before clearing the assignment and going home. This is not necessary if you are remaining on assignment and are between operational periods or on a break.

ARES™ in Klamath County are a layered deployment, when you are deployed by your EC or Team Leader and they assign you to another Unit you report to that Unit Leader. Once they have released you, you are still on ARES™ deployment and must check back in with your ARES™ Team Leader to report that your assignment has been completed. The Team Leader may ask you to redeploy to another assignment or ask you to stand down depending on the incident.

Tracking the whereabouts of our Team Members during deployments is critically important to our maintaining health, safety, and situational awareness of our Team Members.



## KLAMATH COUNTY ARES™ TRAINING TASK BOOK

ARES® TRAINING LEVEL ZERO			
APPLICANT			
TASK	Req/Opt	COMPLETION DATE	Sign Off
<b>Education/Qualifications</b>			
18 years of age or older	R		
Technician Class FCC Amateur Radio License (minimum level)	R		
6 Months participation in ARES	R		
Introduction to ARES (classroom or online)	R		
Submit county volunteer application, background authorization	R		
Complete Klamath County Volunteer HR training	R		
Complete Credential Appointment at SO (fingerprints & photo)	R		
Complete CJIS Level 1 training	R		
<b>Proficiencies / Skills / Participation</b>			
Demonstrate satisfactory understanding of simplex operations	R		
Demonstrate satisfactory understanding of repeater operations	R		
Demonstrate proficiency in Net operations and ITU phonetics	R		
Participate in weekly phone and Winlink nets (min. 2 ea./mo.)	R	Ongoing	Attach
Attend a min. of 6 monthly ARES meetings every 12 months**	R	Ongoing	Attach
Complete <b>all level appropriate</b> Klamath ARES learning modules	R		Matrix
<b>Comment:</b>			
<p>** Recommended attendance in ARES meetings may be excused or modified at the discretion of the EC</p>			

<b>Provisional Completion Record</b>
<p>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® Provisional.</p> <p>_____The individual is certified as completing <b>SECTION/DISTRICT/UNIT SPECIFIC TRAINING requirements</b>.</p> <p>Date: _____ EC _____</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

**KLAMATH COUNTY ARES™ TRAINING TASK BOOK**

**APPLICANT TRAINING NOTES:**

## KLAMATH COUNTY ARES™ TRAINING TASK BOOK

ARES® TRAINING LEVEL			
<b>LEVEL I – Provisional Member</b>			
TASK	Req/Opt	COMPLETION DATE	Sign Off
<b>Education/Qualifications</b>			
Technician Class License	R		
Completion of all Applicant tasks	R		
Completion of ARRL EC-001	R		
Completion of ICS-100 and IS-700	R		
Complete <b>all level appropriate</b> Klamath ARES learning modules	R		Matrix
<b>Proficiencies/Skills/Participation</b>			
Participation in Nets; phone (min. 3/mo.), Winlink (min. 2/mo.)	R	Ongoing	Attach
Participation in monthly meetings (min. 8/yr.)	R	Ongoing	Attach
Participation in state level Simulated Emergency Test (min. 1/yr.)	R	Ongoing	Attach
Participation in county level Simulated Emergency Test (min. 1/yr.)	R	Ongoing	Attach
Submit monthly time sheet ICS-214 (required every month)	R	Ongoing	Attach
<b>Comment:</b>			
<p>Candidates are expected to advance from Applicant to Provisional within 12 months.</p>			

<b>LEVEL I Completion Record</b>
<p>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.</p> <p>_____The individual is certified as completing <b>SECTION/DISTRICT/UNIT SPECIFIC TRAINING requirements.</b> _</p> <p>Date: _____ EC _____</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

**KLAMATH COUNTY ARES™ TRAINING TASK BOOK**

**LEVEL I TRAINING NOTES:**

# KLAMATH COUNTY ARES™ TRAINING TASK BOOK

ARES® TRAINING LEVEL			
<b>LEVEL II – Team Member</b>			
TASK	Req/Opt	COMPLETION DATE	Sign Off
<b>Education</b>			
General Class License or higher (recommended)	O		
IS-200.b – ICS for Single Resources & Initial Action Incidents	R		
IS-800.b – National Response Framework, An Introduction	R		
SKYWARN Spotter Training online (encouraged)	O		
Complete <b>all level appropriate</b> Klamath ARES learning modules	R		Matrix
<b>Proficiencies/Skills/Participation</b>			
Participation in Nets; phone (min. 3/mo.), Winlink (min. 2/mo.)	R	Ongoing	Attach
Participation in monthly meetings (min. 8/yr.)	R	Ongoing	Attach
Participation in state level Simulated Emergency Test (min. 1/yr.)	R	Ongoing	Attach
Participation in county level Simulated Emergency Test (min. 1/yr.)	R	Ongoing	Attach
Submit monthly time sheet ICS-214 (required every month)	R	Ongoing	Attach
<b>Personal Equipment</b>			
Properly installed 25+W VHF/UHF mobile station in PV	R		
HT with appropriate accessories, programming software and cable	R		
Team provided ARES™ vest and hat	R		
Prepare and maintain 96-hour Go-Kit, provisions, seasonal clothing	R		
<b>Comment:</b>			
<b>LEVEL II Completion Record</b>			
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 <b>SECTION/DISTRICT/UNIT SPECIFIC TRAINING requirements.</b> _			
Date: _____ EC _____			
Comments: _____			
_____			
_____			
_____			

**KLAMATH COUNTY ARES™ TRAINING TASK BOOK**

**LEVEL II TRAINING NOTES:**

**KLAMATH COUNTY ARES™ TRAINING TASK BOOK**

ARES® TRAINING LEVEL			
<b>LEVEL III - Team Leadership</b>			
TASK	Req/Opt	COMPLETION DATE	Sign Off
<b>Education</b>			
General Class License or higher	R		
ARRL EC-016, Emergency Communications for Management	R		
FEMA IS-120 An Introduction to Exercises	R*		
FEMA IS-288 Role of Voluntary Orgs in Emergency Mgmt.	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	R**		
FEMA IS-400 if available locally	R**		
Complete <b>all level appropriate</b> Klamath ARES learning modules	R		Matrix
* Required for AEC    ** Required for EC			
<b>Proficiency/Skill/Participation</b>			
Participation in Nets; phone (min. 3/mo.), Winlink (min. 2/mo.)	R	Ongoing	Attach
Participation in monthly meetings (min. 8/yr.)	R	Ongoing	Attach
Participation in state level Simulated Emergency Test (min. 1/yr.)	R	Ongoing	Attach
Participation in county level Simulated Emergency Test (min. 1/yr.)	R	Ongoing	Attach
Submit monthly time sheet ICS-214 (required every month)	R	Ongoing	Attach
NCS (min. 4/yr.) and turn in in net logs following net ICS-214	R	Ongoing	Attach
<b>Personal Equipment</b>			
All Level II Equipment	R		
HF Transceiver capable of phone and digital comms (encouraged)	O		
Packet capable VHF station (encouraged)	O		
AREDN node (encouraged)	O		
<b>Comment:</b>			

**KLAMATH COUNTY ARES™ TRAINING TASK BOOK**

**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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LEVEL III TRAINING NOTES:**



## **KLAMATH COUNTY ARES™ TRAINING TASK BOOK**

**Attach ICS-214 monthly timesheets to provide a record of participation to be audited when applying for a new ARES Level and for annual evaluations.**

### **Records to Keep**

- Official FCC License(s)
- ICS-214 ARES monthly Time Sheets
- ICS-214 ARES deployment and event Time Sheets
- ICS-214 Klamath County CERT deployments and events (signed by CERT leader)
- All FEMA and ARRL certificates of completion
- Relevant certificates of completion like AUXCOMM or any other emergency response class
- Copies of ARES annual reviews

This is your training and service record. If you relocate and want to join the local team, having this training and service record will make that transition a lot easier.