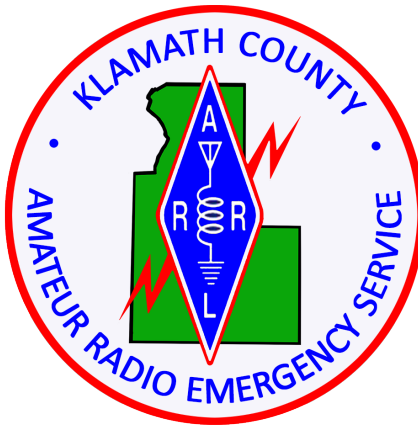


KLAMATH COUNTY ARES® STANDARDIZED TRAINING AND ASSESSMENT PLAN



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 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: *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 a temporary 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. As a Level I member, you are expected to achieve Level II status within one year achieving Level I status. ARES Members working toward Level I are called “provisional members.”
- **Level 2** — To qualify for this level, communicators shall have completed the following courses: ARRL’s EC-001 Introduction to Amateur Radio Emergency Communications and FEMA ICS-100, ICS-200, ICS-700 and ICS-800. 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 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
- 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 in addition to the National and Section requirements in this Task Book at each level. A signoff sheet for the local training modules 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.

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 checklist of your equipment and personal "96-hour Go-Kit."
- Inform others or leave 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 Agency Lead or Resource Unit Leader regarding incident/event including frequency plan.
- All of your 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 radio communications (no 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.
- If indicated, 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 or assigned location for rest, reassignment or deactivation.
- Participate in after action activities (known as a Hot Wash) as directed.

Unit Leader Responsibilities

- The primary responsibility of the Unit leader is to ensure safety, health, and security of unit.
- Determine 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.

KLAMATH COUNTY ARES STANDARDIZED TRAINING PLAN TASK BOOK

ARES® TRAINING LEVEL PROVISIONAL			
TASK	Req/Opt	COMPLETION DATE	Sign Off
Education/Qualifications			
18 years of age or older	R		
Technician Class FCC Amateur Radio License (minimum level)	R		
6 Months membership in ARES	R		
Introduction to ARES (classroom training)	R		
Submit county volunteer application, background authorization	R		
Proficiencies / Skills / Participation			
Participate in net operations & ITU phonetics	R		
Demonstrate proficiency in radio programming, freq, tone, offset	R		
Demonstrate ability to properly use radios	R		
Attend 3+ monthly ARES meetings every 6 months**	R	Ongoing	pg 15
Complete all level appropriate Klamath ARES learning modules	R		Matrix
Comment:			
<p>*** Recommended attendance in ARES meetings excused or modified by discretion of the EC</p>			

Provisional 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® Provisional.

_____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.

KLAMATH COUNTY ARES STANDARDIZED TRAINING PLAN TASK BOOK

ARES® TRAINING LEVEL LEVEL I			
TASK	Req/Opt	COMPLETION DATE	Sign Off
Education/Qualifications			
Completion of Provisional task list	R		
Completion of ARRL EC-001	R		
Completion of IS-100 and IS-700	R		
Complete all level appropriate Klamath ARES learning modules	R		Matrix
Proficiencies/Skills/Participation			
Demonstrate proficiency in net operations & ITU phonetics	R		
Regular participation in nets (2+/month)	R	Ongoing	pg 15
Attend 3+ monthly ARES meetings every 6 months	R	Ongoing	pg 15
Participation in state level Simulated Emergency Test (1+/year)	R	Ongoing	pg 15
Participation in county level Simulated Emergency Test (2+/year)	R	Ongoing	pg 15
Maintain Level I Skill currency	R	Ongoing	Skill Log
Comment: 			

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.

KLAMATH COUNTY ARES STANDARDIZED TRAINING PLAN TASK BOOK

ARES® TRAINING LEVEL			
LEVEL II			
TASK	Req/Opt	COMPLETION DATE	Sign Off
Education			
Sign off on LEVEL I	R		
General Class License (or higher)	O		
ICS-200.b – ICS for Single Resources & Initial Action Incidents	R		
ICS-800.b – National Response Framework, An Introduction	R		
SKYWARN Spotter Training (online)	O		
Complete all level appropriate Klamath ARES learning modules	R		Matrix
Proficiencies/Skills/Participation			
Regular participation in nets (3+/month)	R	Ongoing	Pg 15
Attend 3+ monthly ARES meetings every 6 months	R	Ongoing	Pg 15
Participation in state level Simulated Emergency Test (1+/year)	R	Ongoing	Pg 15
Participation in county level Simulated Emergency Test (2+/year)	R	Ongoing	Pg 15
Maintain Level I & II Skill currency	R	Ongoing	Skill Log
Materials			
25W+ 144/440MHz mobile w/ antenna, properly fused	R		
Approved battery charger and appropriate battery	R		
Obtain and label standard ARES vest and hard hat	R		
Prepare and maintain 96 hour kit and appropriate supplies	R		
Comment:			
LEVEL II Completion Record			
<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 II.</p> <p>_____The individual is certified as completing SECTION/DISTRICT/UNIT SPECIFIC TRAINING requirements. _</p> <p>Date: _____ EC _____</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>			

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

KLAMATH COUNTY ARES STANDARDIZED TRAINING PLAN TASK BOOK

ARES® TRAINING LEVEL			
LEVEL III			
TASK	Req/Opt	COMPLETION DATE	Sign Off
Education			
Sign off on LEVEL II	R		
General Class License (or higher)	R		
ARRL's <i>EC-016, Emergency Communications for Management</i> , when available	R *		
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 ICS-288 the Role of Voluntary Organizations in Emergency Management.			
FEMA IS-300 if available locally	O ‡		
FEMA IS-400 if available locally	O ‡		
Complete all level appropriate Klamath ARES learning modules	R		Matrix
* When available ** May be excused at EC discretion ‡ May be required at EC discretion			
Proficiency/Skill/Participation			
Regular participation in nets (3+/month)	R	Ongoing	Pg 15
Attend 3+ monthly ARES meetings every 6 months	R	Ongoing	Pg 15
Participation in state level Simulated Emergency Test (1+/year)	R	Ongoing	Pg 15
Participation in county level Simulated Emergency Test (2+/year)	R	Ongoing	Pg 15
Act as Net Control for 2 or more nets per 6 months	R	Ongoing	Pg 15
Submit appropriate reports including Net reports, Training reports, Timesheets, etc. in a timely manner.	R	Ongoing	
Maintain Level I, II & III Skill currency	R	Ongoing	Skill Log
Unit Specific Management Training / Participation			

KLAMATH COUNTY ARES STANDARDIZED TRAINING PLAN TASK BOOK

ARES® TRAINING LEVEL

LEVEL III (Continued)

Comment:

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.

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

KLAMATH COUNTY ARES STANDARDIZED TRAINING PLAN TASK BOOK

YEAR _____

January

- 1.
- 2.
- 3.
- 4.

February

- 1.
- 2.
- 3.
- 4.

March

- 1.
- 2.
- 3.
- 4.

April

- 1.
- 2.
- 3.
- 4.

May

- 1.
- 2.
- 3.
- 4.

June

- 1.
- 2.
- 3.
- 4.

July

- 1.
- 2.
- 3.
- 4.

August

- 1.
- 2.
- 3.
- 4.

September

- 1.
- 2.
- 3.
- 4.

October

- 1.
- 2.
- 3.
- 4.

November

- 1.
- 2.
- 3.
- 4.

December

- 1.
- 2.
- 3.
- 4.

Attach Copies of FEMA/NIMS ICS Course Certificates, FCC License and any other relevant certifications or records here:

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