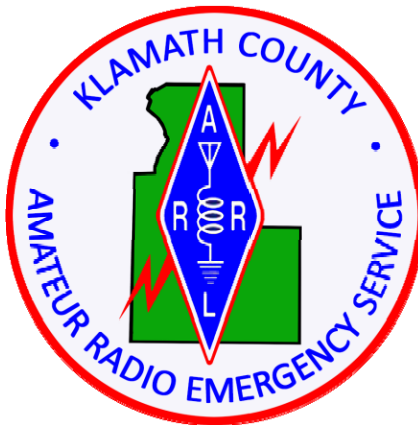


# KLAMATH COUNTY ARES® STANDARDIZED TRAINING AND ASSESSMENT PLAN



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

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## Task Book

The TaskBook is a working document that enables those ARES® communicators electing to participate in the ARRL® training plan to track and document their training plan elements as they are completed towards the various levels of increasing proficiency. The TaskBook 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 TaskBook and having it with him/her during training and assignments. The TaskBook also contains sections with definitions of the communicator levels, as well as common responsibilities. Recommendations of minimum proficiencies and skills per level are listed. **ECs, 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.

### NOTE:

**Approving EC/AEC** must meet or 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 Klamath County ARES® and will initiate any required background checks. As an Introductory Level member, you are expected to achieve Level 1 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 while serving. The key requirements for Level 1 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 1 member you are expected to complete Level 1 Basic Requirements, Level 1 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 1 are considered “provisional members.”*
- **Level 2** — To qualify for this level, communicators shall have completed all the Level 2 Basic Requirements, Level 2 Training Matrix skills, and maintain Level 2 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 2 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 3, Level 3 Training Matrix, and maintain Level 3 Participation Currency. Requirement minimums vary depending on the Level 3 job assigned. All Level 3 members are

**KLAMATH COUNTY ARES® TRAINING TASK BOOK**

*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.**

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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
- 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.

All ARES® team 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® team 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-214A).

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

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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.



## Team Leader Responsibilities

- The primary responsibility of the Team leader is to ensure safety, health, and security of unit.
- Determine the current status of team activities.
- Determine resource needs.
- Create and disseminate team 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 team 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 team has appropriate food, water, and shelter.
- Collect and maintain all team records and forms, including after-action documentation.

ARES® team members in Klamath County may be assigned non-ARES® teams to provide communications and or infrastructure support. If assigned to a non-ARES® team or task, once you are released from that team 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 Team you report to that Team 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 INTRODUCTORY APPLICANT			
TASK	R-O	COMPLETION DATE	Sign Off
<b>Education/Qualifications</b> <span style="float: right;">R = Required, O = Optional</span>			
18 years of age or older	R		
Technician Class FCC Amateur Radio License (minimum level)	R		
Print ARES® Training Task Book and read through page 1–9	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 ability to properly program and use radio for simplex and a local repeater	R		
Demonstrate proficiency in Net operations and ITU phonetics	R		
Participate in weekly phone and Winlink nets (min. 2 ea./mo.)	R	Ongoing	
Attend at least 3 monthly ARES® meetings every 6 months**	R	Ongoing	
Complete <b>all level appropriate</b> Klamath ARES learning modules	R		
<b>Comment:</b>			
<p>** Recommended attendance in ARES® meetings may be excused or modified at the discretion of the EC. Candidates are expected to advance from Introductory Applicant to Provisional Member within 12 months.</p>			

**Level Zero Completion Record**

The listed tasks for ARES® SECTION/DISTRICT/TEAM SPECIFIC TRAINING having been dated and initialed indicate successful completion of all the tasks required of the ARES® Level Zero.

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

Date: \_\_\_\_\_ EC: \_\_\_\_\_

Comment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**KLAMATH COUNTY ARES® TRAINING TASK BOOK**  
**INTRODUCTORY APPLICANT LEVEL TRAINING NOTES:**

**KLAMATH COUNTY ARES® TRAINING TASK BOOK**

ARES® TRAINING LEVEL ONE			
LEVEL 1 – PROVISIONAL MEMBER			
TASK	R-O	COMPLETION DATE	Sign Off
<b>Education/Qualifications</b> <span style="float: right;">R = Required, O = Optional</span>			
Technician Class License	R		
Completion of all Introductory Level tasks	R		
Completion^ of ARRL® Basic EmComm Course*	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	
Participation in monthly meetings (min. 8/yr.)	R	Ongoing	
Participation in a Simulated Emergency Test (min. 1/yr.)	R	Ongoing	
Participation in Public Service Event (min. 1/yr.)	R	Ongoing	
Submit monthly time sheet ICS-214A (required every month)	R	Ongoing	
Assemble a 24-hour Deployment Kit	R		
<b>Personal Equipment</b>			
HT with appropriate accessories, programming software and cable	R		
<b>Comment:</b>			
<p>*ARRL® EC-001 acceptable if completed before May, 2024. ^Please forward notice or certificate of completion to ARES® EC via email and Individual should maintain a copy.</p> <p>Provisional Members are expected to advance to Team Members within 12 months.</p>			

<h3>Level One Completion Record</h3> <p>The listed tasks for ARES® SECTION/DISTRICT/TEAM SPECIFIC TRAINING having been dated and initialed indicate successful completion of all the tasks required of the ARES® Level One.</p> <p><input type="checkbox"/> The individual is certified as completing <b>SECTION/DISTRICT/UNIT SPECIFIC TRAINING requirements.</b></p> <p>Date: _____ EC: _____</p> <p>Comment: _____</p> <p>_____</p> <p>_____</p>	
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**KLAMATH COUNTY ARES® TRAINING TASK BOOK**

**LEVEL 1 TRAINING NOTES:**

ARES® TRAINING LEVEL TWO			
LEVEL 2 – TEAM MEMBER			
TASK	R-O	COMPLETION DATE	Sign Off
<b>Education</b> <span style="float: right;">R = Required, O = Optional</span>			
General Class License or higher (recommended)	O		
Completion^ of ARRL® Intermediate EmComm Course*	R		
Completion^ of IS-200 and IS-800	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	
Participation in monthly meetings (min. 8/yr.)	R	Ongoing	
Participation in a Simulated Emergency Test (min. 1/yr.)	R	Ongoing	
Participation in Public Service Event (min. 1/yr.)	R	Ongoing	
Submit monthly time sheet ICS-214A (required every month)	R	Ongoing	
NCS (min. 3/6 months) and turn in in net logs following net ICS-309	R	Ongoing	
Write and send an ICS-213 using Winlink	R		
<b>Personal Equipment</b>			
Properly installed 25+W VHF/UHF mobile station in Personal Vehicle	R		
HT with appropriate accessories, programming software and cable	R		
ARES® Team vest	R		
Prepare and maintain 96-hour Go-Kit, provisions, seasonal clothing	R		
<b>Comment:</b>			
<p>*ARRL® EC-016 acceptable if completed before May, 2024. ^Please forward notice or certificate of completion to ARES® EC via email and Individual should maintain a copy.</p>			

<p><b>Level Two Completion Record</b></p> <p>The listed tasks for ARES® SECTION/DISTRICT/TEAM SPECIFIC TRAINING having been dated and initialed indicate successful completion of all the tasks required of the ARES® Level Two.</p> <p><input type="checkbox"/> The individual is certified as completing <b>SECTION/DISTRICT/UNIT SPECIFIC TRAINING requirements.</b></p> <p>Date: _____ EC: _____</p> <p>Comment: _____</p>

**KLAMATH COUNTY ARES® TRAINING TASK BOOK**

**LEVEL 2 TRAINING NOTES:**

ARES® TRAINING LEVEL THREE			
LEVEL 3 – TEAM LEADERSHIP			
TASK	R-O	COMPLETION DATE	Sign Off
<b>Education</b> <span style="float: right;">R = Required, O = Optional</span>			
General Class License or higher	R		
Completion^ of ARRL® Advanced EmComm Course	R		
Completion^ of IS-120 An Introduction to Exercises	R*		
Completion^ of IS-288 Role of Voluntary Orgs in Emergency Mgmt.	R*		
Completion^ of Professional Development Series ICS-230	R*		
Completion^ of Professional Development Series ICS-241	R*		
Completion^ of Professional Development Series ICS-242	R*		
Completion^ of Professional Development Series ICS-244	R*		
Completion^ of G-300/ICS-300 if available locally	R**		
Completion^ of G-400/ICS-400 if available locally	R**		
Auxcomm Training (encouraged)	O		
Complete <b>all level appropriate</b> Klamath ARES learning modules	R		Matrix
<b>* Required for AEC    ** Required for EC</b>			
<b>Proficiency/Skill/Participation</b>			
Participation in Nets; phone (min. 3/mo.), Winlink (min. 2/mo.)	R	Ongoing	
Participation in monthly meetings (min. 8/yr.)	R	Ongoing	
Participation in a Simulated Emergency Test (min. 1/yr.)	R	Ongoing	
Participation in Public Service Event (min. 1/yr.)	R	Ongoing	
Submit monthly time sheet ICS-214A (required every month)	R	Ongoing	
NCS (min. 4/yr.) and turn in in net logs following net ICS-309	R	Ongoing	
Solder PL259 connector to coax**	R		
Build Powerpole® adapter cable**	R		
Demonstrate cross-band repeat on Mobile Radio (UHF→VHF)	R		
Operate VHF Digital messaging station in Peer-to-Peer mode	R		
<b>Personal Equipment</b>			
All Level 2 Equipment	R		
HF Transceiver capable of phone and digital comms (encouraged)	O		
Packet capable VHF station (encouraged)	O		
VARA FM capable VHF station (encouraged)	O		
AREDN node (encouraged)	O		



**KLAMATH COUNTY ARES® TRAINING TASK BOOK**

**Comment:**

^ Please forward notice or certificate of completion to ARES® EC via email and Individual should maintain a copy.

**Level Three Completion Record**

The listed tasks for ARES® SECTION/DISTRICT/TEAM SPECIFIC TRAINING having been dated and initialed indicate successful completion of all the tasks required of the ARES® Level Three.



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

Date: \_\_\_\_\_ EC: \_\_\_\_\_

Comment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LEVEL 3 TRAINING NOTES:**

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

**Attach ICS-214A 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-214A ARES® monthly Time Sheets
- ICS-309 Communications Logs
- 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.