

# Florida ARRL® Tri-Section

## ARES® STANDARDIZED TRAINING PLAN

### EMERGENCY COMMUNICATOR INDIVIDUAL POSITION TASK BOOK



#### POSITION TASK BOOK ASSIGNED TO:

Individual Name:	ID (opt):
Call-Sign:	
Phone:	
Email:	

#### POSITION TASK BOOK INITIATED BY:

County:	Task Book Date Initiated:
Group:	
Official's Name:	
Call-Sign	
Title:	
Phone:	
Email:	

ARES® STANDARDIZED TRAINING PLAN  
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## Glossary

ADEC	Assistant District Emergency Coordinator
AEC	Assistant Emergency Coordinator
ARES	Amateur Radio Emergency Service
ARRL	American Radio Relay League
ASEC	Assistant Section Emergency Coordinator
DEC	District Emergency Coordinator
EC	Emergency Coordinator
FCC	Federal Communications Commission
PIO	Public Information Officer
SEC	Section Emergency Coordinator
SET	Simulated Emergency Test
Tri-Sections	Florida Sections of Northern Florida, Southern Florida & West Central Florida

## **Acknowledgments**

Florida American Radio Relay League ARRL American Radio Relay League Tri-Sections would like to acknowledge ARRL West Gulf Division South Texas Section for giving permission to use their Task Book as the template for this document. We appreciate all the hard work and time to develop their Task Book. Please visit their website at <http://www.arrl.org/sections/view/south-texas>

Florida ARRL Tri-Sections would also like to acknowledge the ARRL for giving permission to use the ARES Amateur Radio Emergency Service Standardized Training Plan as a guide in creating this task book. <http://www.arrl.org>

## **Task Book**

The Task Book is a working document that enables those ARES communicators electing to participate in the training plan to track and document their training plan elements as they are completed. The Task Book should contain all training plan items, completion dates and signoff's as the ARES communicator increases their skill and proficiency. The ARES communicator is responsible for maintaining their Task Book and having it with them during training and assignments. The Task Book also contains sections with definitions of the communicator understanding at section and local levels.

Requirements of minimum proficiencies and skills per level are listed. Emergency Coordinators (EC's), at their discretion, can add additional tasks under local level. No additions or subtractions can be made to the National ARES Level's.

## **ARES Level**

ARES Education Levels are a national standard set by the ARES organization and cannot be changed.

ARES Participation, Proficiency & Leadership are a Florida standard set by the three ARRL Sections and cannot be changed.

## **County Level**

County levels are standards set by the EC or served agency and can only be changed by that individual or group. For a county level to qualify for an ARES level it must meet or exceed the equivalent ARES level.

## **Incident Participated – APPENDIX A**

List all Events, Drills, Incidents and Disaster you have been involved in.

## **Evaluator List – APPENDIX B**

All evaluators are required to fill out one section of appendix B after signing off an Individual's task for that task to be valid.

## **Record of Changes – APPENDIX C**

All changes are to be annotated on the master copy of the "ARES STANDARDIZED TRAINING PLAN", If a change is significant in nature. If not, changes will be reviewed and incorporated into the plan during the next scheduled update. This plan shall be maintained and kept current by all parties on the following schedule:

- Updates can occur at anytime based upon a change in state or federal guidelines.
- A cursory review of the plan will be performed on an annual basis.
- A complete review and update of the plan will occur every two years, at a minimum. This review will consist of all partners having the opportunity to comment on all elements of the plan.

The review and revision of procedures will follow critiques of actual emergency or disaster operations and/or exercises where deficiencies were noted.

## **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 presenting the Task book to Section Management upon request.

### **Evaluator**

- Evaluators must be signed off and authorized by the SEC.
- Be knowledgeable and proficient in the tasks being evaluated and approved
- Has completed the task being signed off
- Has verified individual completed course by reviewing certificate or transcript from authorized agency or NGO
- Meeting with Communicator and evaluating past experiences, current qualifications and desired objectives/goals
- Reviewing tasks with Communicator
- Documenting completion of tasks with Task Book signoff's
- Evaluator is required to complete Appendix A after signing off a task

### **Section**

- Responsible for maintaining database for ARES participants in Training Plan

### **Signing-off Tasks**

- EC's or their designates can sign-off on tasks.
- Only SEC or their designates can sign-off on EC, ADEC or DEC task book.
- Non-ARES Group members must have the "Level Completion" Signed off by the SEC.

### **Simulated Emergency Test**

- A SET is a training exercise simulating a natural or man-made disaster. Its primary purposes are to evaluate strengths and weaknesses in emergency preparedness and communications

## **Emergency Communicator Checklist**

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

### **Pre-deployment**

- Receive Job assignment and deployment instructions
- Obtain mission number if applicable
- Check in at Staging Area
- Obtain briefing from Agency Lead or Resource Team Leader regarding incident/event
- Receive Job assignment, reporting location and travel instructions
- Verify equipment needed for assignment
- Obtain Frequency Plan (ICS-205)
- Assess personal readiness for incident and climate (physical, clothing, medications, money, equipment guides, etc.)
- Maintain a check list of your equipment and personal "Go-Kit"
- Inform others as to where you are going and how to contact you
- Review your Operations and Procedures Notebook/Documentation/Amateur Radio License

### **At Assignment**

- Check in with the on-site leader or served agency official
- Determine location to set up equipment (Close to your assigned contact, if possible)
- Set up your equipment with safety in mind
- Establish radio contact with net control per frequency plan
- Prepare and maintain reports and forms for your task
- Use clear text and ICS terminology in all radio communications (no codes)
- Carry out assignments as directed
- Communicators must maintain personal log of actions and events (ICS-214 & ICS-309)

### **At end of shift or demobilization**

- Brief relief communicator on ongoing operations when relieved
- Retrieve all personal gear and return your area to pre-arrival condition
- Check out with Net Control for reassignment or deactivation
- Report to Staging Area for R&R, reassignment or deactivation as directed
- Participate in after action activities [Hot Wash] as directed

### **Team Leader Responsibilities**

- Know who the designated agencies point of contact
- Review common responsibilities
- Participate in incident meetings and briefings as required
- Determine current status of unit activities
- Determine resource needs
- Coordinate resources with agencies point of contact.
- Provide unit with status updates and reports
- Assign specific duties
- Maintain personnel accountability status
- Monitor safety and security of unit
- Supervise demobilization as needed
- Collect and maintain all unit records and forms

Education	ARES Level			County Level			Task Code	Completion Date	Evaluator Initials
	Task	I	II	III	1	2			
<b>R:</b> Required <b>S:</b> Strongly Recommended <b>Empty:</b> Optional									
<b>Education</b>									
IS-100: Intro to the Incident Command System		R	R						
IS-120: An Introduction to Exercises			R						
IS-200: Basic Incident Command and Initial Response		R	R						
IS-230: Fundamentals of Emergency Management			R						
IS-240: Leadership and Influence			R						
IS-241: Decision Making and Problem Solving			R						
IS-242: Effective Communication			R						
IS-244: Developing and Managing Volunteers			R						
IS-288: The Role of Voluntary Organization in Emergency Management			R						
G-300: Intermediate Incident Command System for Expanding Incidents			S						
G-400: Advanced ICS for Command and General Staff			S						
IS-700: Intro to the National Incident Management System		R	R						
IS-800: National Response Framework an Introduction		R	R						
EC-001: Intro to Emergency Communications		R	R						
EC-016: Emergency Communications for Management			R						
Skywarn Spotter Basic Training (Every Three Years)	S	S	S						
AUXCOM Course May be required once implemented in Florida		S	S						
<b>Code O:</b> Task performed in an online training course. <b>Code C:</b> Task performed in person, classroom setting, including seminars and workshops. <b>Code T:</b> Task performed during an on-air or tabletop exercise. <b>Code L:</b> Task performed during an event, small-scale or large-scale exercise. <b>Code E:</b> Task performed during an emergency.									

Participation Task	ARES Level			County Level			Task Code	Completion Date	Evaluator Initials
	I	II	III	1	2	3			
<b>R:</b> Required <b>S:</b> Strongly Recommended <b>Empty:</b> Optional									
<b>Participation</b>									
Participate in a Directed Net (Monthly)		S	S						
Participate in a Directed Net (Annually)		S	R						
Participate in a Public Service Event (Annually)		S	R						
Participate in a Simulated Emergency Exercise (Annually)		R	R						
Administrate a Simulated Emergency Exercise (Annually)			S						
Serve as a Net Control Station (Quarterly)		S	S						
Serve as a Net Control Station (Annually)			R						
Send a Winlink email over VHF/UHF (Telnet can be substituted if no local access)		R	R						
Send a Winlink email over HF (Telnet can be substituted if no local access)		S	R						
<b>Code O:</b> Task performed in an online training course. <b>Code C:</b> Task performed in person, classroom setting, including seminars and workshops. <b>Code T:</b> Task performed during an on-air or tabletop exercise. <b>Code L:</b> Task performed during an event, small-scale or large-scale exercise. <b>Code E:</b> Task performed during an emergency.									

Proficiency Task	ARES Level			County Level			Task Code	Completion Date	Evaluator Initials
	I	II	III	1	2	3			
<b>R:</b> Required <b>S:</b> Strongly Recommended <b>Empty:</b> Optional									
<b>Proficiency</b>									
Program frequency, Offset & Tone into your radio	R	R	R						
Demonstrate the correct way to fill an ICS-213		R	R						
Create & send via NTS an ICS-213 or Radiogram		R	R						
Create & send via Winlink an ICS-213 or Radiogram		S	S						
Create & send an ICS-213RR		S	S						
Demonstrate the correct way to fill an ICS-214		R	R						
Demonstrate the correct way to fill an ICS-205			R						
Demonstrate the correct way to fill an ICS-309	S	R	R						
Complete a voice contact on at least two (2) different HF frequencies		S	R						
Discuss and create a list 24 hour go-kit with your supervisor		R	R						
Discuss and create a list 72 hour go-kit with your supervisor		S	R						
Discuss and create a list 7 day go-kit with your supervisor		S	S						
Demonstrate your ability to deploy & use a VHF/UHF antenna	S	R	R						
Demonstrate your ability to deploy & use a HF antenna Minimum bands 80m/40m		R	R						
Demonstrate your ability to operate a radio on emergency power		R	R						
Explain the need proper grounding of all equipment.		R	R						
Describe the ARES Chain of Command	R	R	R						
Build a Powerpole cable or adapter		S	S						
Assemble coax on connector to coax cable		R	R						
<b>Code O:</b> Task performed in an online training course. <b>Code C:</b> Task performed in person, classroom setting, including seminars and workshops. <b>Code T:</b> Task performed during an on-air or tabletop exercise. <b>Code L:</b> Task performed during an event, small-scale or large-scale exercise. <b>Code E:</b> Task performed during an emergency.									



Leadership Task	ARES Level			County Level			Task Code	Completion Date	Evaluator Initials
	I	II	III	1	2	3			
<b>R:</b> Required <b>S:</b> Strongly Recommended <b>Empty:</b> Optional									
<b>Leadership</b>									
Held a leadership role in an emergency communications group			S						
Present a training session		S	R						
Participate in PIO activities (PR-101 Qualifies)		S	S						
Hold a valid General Class License or higher		S	S						
<b>Code O:</b> Task performed in an online training course. <b>Code C:</b> Task performed in person, classroom setting, including seminars and workshops. <b>Code T:</b> Task performed during an on-air or tabletop exercise. <b>Code L:</b> Task performed during an event, small-scale or large-scale exercise. <b>Code E:</b> Task performed during an emergency.									

Level Completion		
Level Completed	Completion Date	Evaluator Initials
ARES Level I Completed Completed Program frequency, Offset & Tone / Describe the ARES Chain of Command		
ARES Level II Completed Completed all required task's listed under Education, Participation & Proficiency.		
ARES Level III Completed Completed all required task's listed under Education, Participation, Proficiency & Leadership.		
County Level I Completed		
County Level II Completed		
County Level III Completed		

## APPENDIX A – Incident Participated

List event or incident's you have participated			
Date	Name	Position	Brief description of the event or incident

## APPENDIX B - Evaluator List

### Evaluator

Name:	Call-Sign:
Phone:	Initials:
Email:	Date:

### Evaluator

Name:	Call-Sign:
Phone:	Initials:
Email:	Date:

### Evaluator

Name:	Call-Sign:
Phone:	Initials:
Email:	Date:

### Evaluator

Name:	Call-Sign:
Phone:	Initials:
Email:	Date:

### Evaluator

Name:	Call-Sign:
Phone:	Initials:
Email:	Date:

### Evaluator

Name:	Call-Sign:
Phone:	Initials:
Email:	Date:

### Evaluator

Name:	Call-Sign:
Phone:	Initials:
Email:	Date:

**APPENDIX C - Record of Changes**

Date Posted	Change	Page / Paragraph / Line	Individual Name/Call

**Replace this page with a copy of your  
current FCC amateur radio license and a  
transcript of your completed  
FCC and ARRL course certificates.**

# Signature Page

ARRL Northern Florida Section  
Section Manager  
Kevin Bess KK4BFN

Date Signed

1/6/2020

Kevin J Bess KK4BFN

ARRL Southern Florida Section  
Section Manager  
Barry Porter KB1PA

Date Signed

1/6/2020

Barry M Porter

ARRL West Central Section  
Section Manager  
Darrell Davis KT4WX

Date Signed

1/6/2020

James D. Davis KT4WX