

**ARES<sup>®</sup>**

**Western Massachusetts Section  
STANDARDIZED TRAINING PLAN**



**ARES<sup>®</sup> EMERGENCY COMMUNICATOR  
INDIVIDUAL TASK BOOK**

**Task Book Assigned To:**

Name: \_\_\_\_\_ Call: \_\_\_\_\_

Western Massachusetts Section ARES<sup>®</sup>

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Task Book Initiated By:**

ARES<sup>®</sup> Leader's Name: \_\_\_\_\_ Call: \_\_\_\_\_

Title: \_\_\_\_\_ WMA ARES District: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Initiated:**

Location: \_\_\_\_\_ Date: \_\_\_\_\_

# ARES® Training Plan Task Book

## 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 three skill levels. **The ARES® communicator is responsible for maintaining their TaskBook and having it with them during training and assignments.** The TaskBook also contains sections with definitions of the communicator levels, as well as common responsibilities. This is considered the minimum requirements any additional training required at the local level is in addition to this Task Book.

Since the Task Book is personal to each ARES Communicator, each user should feel free to adapt it to their needs and requirements of their geographical region. An addendum page is included in each level of training for the room to add any additional task either required or completed.

Recommendations for 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:** the approving EC should meet/exceed the qualifications for each level they are signing off on.

## Skill Levels

**Basic** - Entry level into ARES®, includes skills learned when obtaining an Amateur Radio license and basic course work.

**Intermediate** - Set of skills desired by ARES® obtained through coursework and training.

**Advanced** - Increased skill set that initiates a pathway to leadership positions and assignments.

## Responsibilities:

### Individual

- Review and understand Task Book requirements
- Identify desired objectives/goals
- 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
- Submit completed Task Book to Section Management

### Evaluator

- Be knowledgeable and proficient in the tasks being evaluated and approved
- Meet with Communicator and evaluate past experiences, current qualifications and desired objectives/goals
- Review tasks with Communicator
- Document completion of tasks with Task Book sign-off's
- Complete the sign-off, comments and qualifying

### Section

- Maintain database for ARES® participants in ARES® Training Plan

## Notes:

## Change Log:

<u>Ver:</u>	<u>Eff. Date:</u>	<u>Changes:</u>
3.0	07/2024	As received from ARRL
3.0-WMA	07/2024	Added local maintenance reminder, highlighted Required items. Highlighted requirement for current ICS courses and noted old versions no longer accepted.
3.1-WMA	09/2024	Added Optional/Encouraged participation and skills (thanks to Chris, KB1NEK)
3.2-WMA	10/2024	Added Change Log (thanks to John, K1JWB)

# WESTERN MASSACHUSETTS ARES STANDARDIZED TRAINING PLAN TASK BOOK

NAME: \_\_\_\_\_ CALL: \_\_\_\_\_ LICENSE CLASS: \_\_\_\_\_

HOME GROUP: \_\_\_\_\_ DATE: \_\_\_\_\_

ARES® TRAINING LEVEL			
Basic			
<p>This is the primary level for those who choose a non-leadership role as well as those new to Amateur Radio or emergency communications. This introductory training is conducted by the local ARES group to meet its needs and those of its served agency or partners. This training could be formal or informal and would introduce the ARES participant to the fundamentals of emergency communications and provide instructions on how participants are to conduct themselves while serving in the field or otherwise activated. Participants are encouraged to complete Level 1 and advance to level 2 as soon as practical.</p> <p><b>R = Required, O = Optional, E = Encouraged</b></p>			
TASK	R-O-E	COMPLETION DATE	EC Sign Off
<b>Education</b>			
IS-100 Intro to Incident Command System*	R		
IS-700 Introduction to National Incident Mgt. System*	R		
IS-200 Basic Incident Command System for Initial Response*	E		
IS-800 National Response Framework, An Introduction*	E		
SKYWARN - Spotter Basic Training (Biennially)	O		
Basic EmComm Course	R		
<p>Comment: *Sets initial baseline requirements. Will likely be insufficient for deployment at an incident. <b>All FEMA IS Courses are current version. Old versions are no longer accepted.</b> These IS courses are online courses and will require you to obtain a FEMA student ID.</p>			
<b>Participation</b>			
Obtain Task Book	R		
Join an ARES® group	R		
Comment:			
<b>Proficiency/Skill</b>			
Obtain Technician class or higher Amateur Radio License	R		
Comment:			

**Attach Copy of FCC License Here:**

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# WESTERN MASSACHUSETTS ARES STANDARDIZED TRAINING PLAN TASK BOOK

NAME: \_\_\_\_\_ CALL: \_\_\_\_\_ LICENSE CLASS: \_\_\_\_\_

HOME GROUP: \_\_\_\_\_ DATE: \_\_\_\_\_

ARES® SECTION/UNIT SPECIFIC TRAINING REQUIREMENTS				
ALL LEVELS				
This page is for listing of additional tasks as may be required by ARES units for their specific needs.				
<b>R = Required, O = Optional, E = Encouraged</b>				
TASK	R-O-E	LEVEL 1-2-3	COMPLETION DATE	EC Sign Off
<b>Education</b>				
Comment:				
<b>Participation</b>				
Check in to ARES net once per quarter	O			
Assist with public service events	O			
Membership in CERT, MRC, Red Cross, Salvation Army, etc.	O			
Comment:				
<b>Leadership</b>				
Comment:				
<b>Proficiency/Skill</b>				
Basic First Aid	O			
Cardio-pulmonary Resuscitation (CPR)	O			
Create and send a WINLINK message via telnet or RF	O			
Create and send a message via NBEMS	O			
Comment:				

**Attach Copy of FEMA/NIMS ICS Course Transcript Here:**

**WESTERN MASSACHUSETTS ARES STANDARDIZED TRAINING PLAN TASK BOOK**

NAME: \_\_\_\_\_ CALL: \_\_\_\_\_ LICENSE CLASS: \_\_\_\_\_

HOME GROUP: \_\_\_\_\_ DATE: \_\_\_\_\_

**Level 1 Completion Record**

The listed tasks for the level 1 having been completed, dated and initialed indicate successful completion of all the tasks required of the ARES<sup>®</sup> Communicator for the Level 1.

\_\_\_\_ The individual is recommended as certified for this level.

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

Comments: \_\_\_\_\_

# ARES STANDARDIZED TRAINING PLAN TASK BOOK

NAME: \_\_\_\_\_ CALL: \_\_\_\_\_ LICENSE CLASS: \_\_\_\_\_

HOME GROUP: \_\_\_\_\_ DATE: \_\_\_\_\_

ARES® TRAINING LEVEL			
<b>Intermediate</b>			
This training level builds upon what has been learned in Level 1, and participants in Level 2 may elect to remain at this level based upon the extent of their desired ARES involvement. Much of this training is conducted by the local ARES group to meet its needs and those of their served agency or partners and provides a better understanding of emergency communications. Participants in Level 2 may wish to continue with Level 3 and the potential for leadership roles.			
<b>R = Required, O = Optional, E = Encouraged</b>			
<b>Education</b>			
IS-100 - Intro to Incident Command System***	R		
IS-200 – ICS for Single Resource***	R		
IS-700 – Introduction to National Incident Mgt. System***	R		
IS-800 – National Response Framework***	R		
IS-802 – Emergency Support Function (ESF) #2 – Communications***	E		
Intermediate EmComm Course	R		
SKYWARN Spotter Basic Training (Biennially)	E		
Comment: *These should be considered as meeting the minimum requirements for deployment at an Incident. Local EMA authorities may require additional training.			
<b>Participation</b>			
Net Participation (Once per Quarter)	R		
Public Service Event Participation	E		
Simulated Emergency Test, Field Day or Exercise Participation (Annually)	O		
Serve as Net Control	O		
Comment:			
<b>Proficiency/Skill</b>			
Program tone into HT	R		
Program frequency & offset into radio	R		
Write and send an ICS-213 message	R		
Operate VHF Digital messaging station	O		
Operate unit specific Digital VHF or HF station	O		
Build a simple dipole antenna**	E		
Build Powerpole® type adapter cable**	E		
Solder PL259 connector to coax**	E		
Assemble a 24-hour Deployment Kit*	E		
Comment: * The contents of a 24-hour Kit will be specified in either a separate document or as an Annex to this document. ** Skills that are very useful to know and everyone is encouraged to learn. *** All FEMA IS Courses are current version. Old versions are no longer accepted.			
<b>Other /Unit Specific</b>			
Comment:			

**ARES STANDARDIZED TRAINING PLAN TASK BOOK**

NAME: \_\_\_\_\_ CALL: \_\_\_\_\_ LICENSE CLASS: \_\_\_\_\_

HOME GROUP: \_\_\_\_\_ DATE: \_\_\_\_\_

ARES® SECTION/UNIT SPECIFIC TRAINING REQUIREMENTS				
ALL LEVELS				
This page is for listing of additional tasks as may be required by ARES units for their specific needs. <b>R = Required, O = Optional, E = Encouraged</b>				
TASK	R-O-E	LEVEL 1-2-3	COMPLETION DATE	EC Sign Off
<b>Education</b>				
Comment:				
<b>Participation</b>				
Full ARRL Membership	E			
Assist with public service events	E			
Membership in CERT, MRC, Red Cross, Salvation Army, etc.	O			
Comment:				
<b>Leadership</b>				
Comment:				
<b>Proficiency/Skill</b>				
Basic First Aid	E			
Cardio-pulmonary Resuscitation (CPR)	E			
Create and send a WINLINK message via RF	O			
Create and send a message via NBEMS	O			
Comment:				

**Attach Copy of FEMA/NIMS ICS Course Transcript Here:**

**ARES STANDARDIZED TRAINING PLAN TASK BOOK**

NAME: \_\_\_\_\_ CALL: \_\_\_\_\_ LICENSE CLASS: \_\_\_\_\_

HOME GROUP: \_\_\_\_\_ DATE: \_\_\_\_\_

**Level 2 Completion Record**

The listed tasks for the Level 2 having been completed, dated and initialed indicate successful completion of all the tasks required of the ARES® Communicator for the level 2.

\_\_\_\_\_ The individual is recommended as certified for this level.

\_\_\_\_\_ The individual is in need of additional training as indicated below. (Optional)

Date: \_\_\_\_\_ EC or DEC \_\_\_\_\_

Comments: \_\_\_\_\_

# ARES STANDARDIZED TRAINING PLAN TASK BOOK

NAME: \_\_\_\_\_ CALL: \_\_\_\_\_ LICENSE CLASS: \_\_\_\_\_

HOME GROUP: \_\_\_\_\_ DATE: \_\_\_\_\_

ARES® TRAINING LEVEL			
Advanced			
Level 3 prepares the participant to take on ARES Team leadership roles in his/her ARES group or section.			
<b>R = Required, O = Optional, E = Encouraged</b>			
TASK	R-O-E	COMPLETION DATE	EC or DEC Sign Off
<b>Education</b>			
IS-120 - An Introduction to Exercises***	R		
IS-230 - Fundamentals of Emergency Management***	R		
IS-235 - Emergency Planning***	R		
IS-240 - Leadership & Influence***	R		
IS-241 - Decision Making & Problem Solving***	R		
IS-242 - Effective Communications***	R		
IS-244 - Developing & Managing Volunteers***	R		
IS-288 – Role of Voluntary organizations in Emergency Mgt***	R		
IS-2200 - Basic Emergency Operations Center Functions***	R		
IS-802 – Emergency Support Function (ESF) #2 – Communications***	R		
ARES Advanced EmComm Course	R		
Full ARRL Membership	R		
SKYWARN Advanced Training Class (Biennially)	O		
PR-101 – Public Information Officer Training	O		
AUXCOM Course	E		
ICS-300 - Incident Command System for Expanding Incidents**	E		
ICS -400 - Advanced Incident Command System**	E		
COML (Communication Unit Leader)	O		
COMT (Communications Unit Technician)	O		
Comment: * Required for those seeking/holding leadership positions. These individuals should also hold a General Class (or higher) Amateur license. ** Participants are encouraged to complete the FEMA courses ICS-300 and ICS-400 when they become available locally. *** All FEMA IS Courses are current version			
<b>Participation</b>			
Net Participation (Once per Quarter)	R		
Public Service Event Participation (Annually)	R		
Simulated Emergency Test or Exercise Participation (Bi-Annually)	R		
Serve as Net Control	R		
Comment:			
<b>Leadership</b>			
Present a training session	R		
Hold/held a leadership position in a group	R		
Hold a General Class License or higher	O		

**ARES STANDARDIZED TRAINING PLAN TASK BOOK**

NAME: \_\_\_\_\_ CALL: \_\_\_\_\_ LICENSE CLASS: \_\_\_\_\_

HOME GROUP: \_\_\_\_\_ DATE: \_\_\_\_\_

Participate in PIO activities (PR-101 Qualifies)	R		
EC-001 Course Instructor/Mentor	O		
Comment:			
<b>Proficiency/Skill</b>			
Proficient in using ICS forms	R		
Operate VHF Digital messaging station in Peer-to-peer mode	R		
Operate HF Digital Mode Messaging Station	R		
Program Tone into HT	R		
Program frequency & offset into radio	R		
Demonstrate cross band repeat on Mobile Radio (UHF→VHF)	O		

**Level 3 Completion Record**

The listed tasks for the Level 3 having been completed, dated and initialed indicate successful completion of all the tasks required of the ARES® Communicator for the level 3.

\_\_\_\_\_ The individual is recommended as certified for this level.

\_\_\_\_\_ The individual is in need of additional training as indicated below. (Optional)

Date: \_\_\_\_\_ EC or DEC \_\_\_\_\_

Comments: \_\_\_\_\_

NAME: \_\_\_\_\_ CALL: \_\_\_\_\_ LICENSE CLASS: \_\_\_\_\_

HOME GROUP: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>ARES® SECTION/UNIT SPECIFIC TRAINING REQUIREMENTS</b>				
<b>ALL LEVELS</b>				
This page is for listing of additional tasks as may be required by ARES units for their specific needs.				
<b>R = Required, O = Optional, E = Encouraged</b>				
TASK	R-O-E	LEVEL 1-2-3	COMPLETION DATE	EC Sign Off
<b>Education</b>				
Comment:				
<b>Participation</b>				
Comment:				
<b>Leadership</b>				
Comment:				
<b>Proficiency/Skill</b>				
Comment:				

**Attach Copy of FEMA/NIMS ICS Course Transcript Here:**

NOTES:

## **Common Responsibilities (for Activations)**

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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.

### **At Staging**

- Complete and turn in forms and 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 (ARES® Frequency Plan or ICS Form 205)
- Access 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

### **At Assignment**

- Check in with the on-site leader or agency official
- Check in with Net Control to inform you are on site
- Determine location to set up equipment
- 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)
- Be mindful of HIPPA concerns
- Carry out assignments as directed

### **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 or return to staging area
- Report to Staging Area for R&R, reassignment or deactivation
- Participate in after action activities as directed
- Communicators may want to maintain personal log of actions and events

### **Team Leader Responsibilities**

- Review common responsibilities
- Participate in incident meetings and briefings as required
- Determine status of unit activities
- Determine resource needs
- Order additional resources as needed
- Provide unit with status updates and reports
- Assign specific duties
- Maintain personnel accountability status
- Monitor safety and security of unit
- Supervise demobilization
- Collect and maintain all unit records and forms

