

# BONNER COUNTY ARES/ RACES STANDARDIZED TRAINING 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: \_\_\_\_\_ Call: \_\_\_\_\_

Title: \_\_\_\_\_ ARES Group: \_\_\_\_\_

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

### Initiated:

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

# " #ARES Training Plan Task Book

## Task Book

The Task Book is a working document that enables those BCARES® members to track and document their training plan elements as they increase their proficiency and leadership skills. The Task Book 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 Task Book and having it with him/her during training and assignments. The Task Book also contains sections with definitions of the communicator levels, as well as common responsibilities.

Since the Task Book is personal to each ARES Communicator, each ARES group should feel free to adapt it to their needs and requirements of their geographical region.

Recommendations of minimum proficiencies and skills per level are listed. **EC, 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.

**ADDITIONAL NOTE:** At the end of this Task Book is a change log page that communicators should use to keep track of changes to the Task Book.

## Skill Levels

**Level 0** - Entry level into ARES®, registration with Idaho ARES and Bonner County ARES

**Level 1** - Set of skills desired for ARES® members - not req. to be vetted by Bonner County.

**Level 2** - Set of skills required for ARES®/ members or RACES members vetted as EOC staff by BCEM.

**Level 3** - Set of skills required for fully functional ARES®/RACES members/EOC staff/Team Leaders.

**Level 4** - 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 Bonner County EC

### Evaluator

- Be knowledgeable and proficient in the tasks being evaluated and approved
- Meet with **i d i d u a l s** and evaluate past experiences, current qualifications and desired objectives/goals
- Review tasks with **ea h i d i d u a l**.
- Document completion of tasks with Task Book sign-off's.
- **Complete the sign-off, comments and qualifying i fo**

### BCEM

- **Maintain database for ARES® e e s t a i i g a d e t i f i a t i o s**

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

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

ARES TRAINING LEVEL			
Level 0 - ; Level 1 - See* in comments section below			
<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, E = Encouraged, O = Optional</b></p>			
TASK	R-O-E	COMPLETION DATE	EC/AEC Sign Off
<b>Education</b>			
IS-100.c- Intro to Incident Command System* Note 1 - below	R*		
IS-700.b Introduction to National Incident Mgt. System* Note 1	R*		
SKYWARN - Spotter Basic Training (Biennially)	O		
ARRL Basic EMCOMM Training - ARRL website	E		
<p><b>Comment:</b> *REQUIRED for basic ARES member Level 1. Level 1 members will not be deployed as EOC staff.</p>			
<b>Participation</b>			
Obtain Task Book	R		
Join the Bonner County ARES group	R		
<p><b>Comment:</b> See Unit Specific Training listed later in this task book to ensure the effective participation during an activated net or deployment.</p>			
<b>Proficiency/Skill</b>			
Obtain Technician class or higher Amateur Radio License	R		
<p><b>Comment:</b> ICS 200 and 800 are optional.</p>			

**Attach Copy of FCC License Here:**

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**ARES/ RACES 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 Communicator for the Level 1.

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

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

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

# ARES/ RACES STANDARDIZED TRAINING PLAN TASK BOOK

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

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

## ARES TRAINING LEVEL Level 2

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, EOC staff certification and potential leadership roles.

**R = Required, E = Encouraged, O = Optional**

Education		COMPLETION DATE	EC/AEC SIGNOFF
IS-100.c - Intro to Incident Command System*	R		
IS-200.c – ICS for Single Resource*	O		
IS-700.b – Introduction to National Incident Mgt. System*	R		
IS-800.c – National Response Framework*	O		
ARRL Basic EMCOMM Training - ARRL website	R		
Bonner County EOC 101	E		
Bonner County EOC 102	E		
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.**

Participation		COMPLETION DATE	EC/AEC SIGNOFF
Net Participation (Once per Quarter)	R		
Public Service Event Participation (County Fair, Prep Expo, etc.)	R		
Simulated Emergency Test or Exercise Participation (Annually)	E		
Serve as Net Control for K7BNR or Statewide ARES Net	E		

**Comment:**

Proficiency/Skill		COMPLETION DATE	EC/AEC SIGNOFF
Program frequency, offset and tone into HT	R		
Program frequency, tone & offset into mobile/ base radio	R		
Write, send and receive an ICS-213 and ICS-213RR message	R		
Fill out an ICS-214 and an ICS-309 log form	R		
Demonstrate passing radio traffic during simulated or live radio net	R		
Operate VHF Digital messaging station	E		
Maintain radio and station equipment per SOG Standards	R		
Build a simple dipole antenna**	E		
Build Powerpole® adapter cable**	E		
Solder/ crimp PL259 connector to coax**	E		
Assemble a 24-hour Deployment Kit*	R		

**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.**

Other /Unit Specific		COMPLETION DATE	EC/AEC SIGNOFF
BCEM vetting with background check/ RACES approval	E		

**Comment:**

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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 AEC \_\_\_\_\_

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

# ARES/ RACES STANDARDIZED TRAINING PLAN TASK BOOK

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

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

<b>ARES TRAINING LEVEL</b>			
<b>Level 3</b>			
<p>This training level builds upon what has been learned in Level 2. Participants in Level 3 may elect to remain at this level based upon the extent of their desired ARES involvement. BCARES members at level 3 must continue to maintain skills and requirements listed in levels 1 and 2. This level requires additional Education, Participation and functional Proficiency. Members at Level 3 should be able to fully use voice and digital communications, should be able to be net control and lead a team at a remote site such as a shelter.</p> <p><b>R = Required, E = Encouraged, O = Optional</b></p>			
<b>Education</b>		COMPLETION DATE	EC/AEC SIGNOFF
IS-100.c - Intro to Incident Command System*	R		
IS-200.c – ICS for Single Resource*	R		
IS-700.b – Introduction to National Incident Mgt. System*	R		
IS-800.c – National Response Framework*	R		
ARRL Intermediate EMCOMM Training - ARRL website	R		
Bonner County EOC 101	R		
Bonner County EOC 102	R		
ICS-300 ICS for Expanding Incidents; ICS400 - Advanced ICS-Complex Inc.	O		
<p><b>Comment: *These should be considered as meeting the minimum requirements for deployment at an Incident. Local EMA authorities may require additional training.</b></p>			
<b>Participation</b>		COMPLETION DATE	EC/AEC SIGNOFF
Net Participation (Once per month)	R		
Public Service Event Participation (County Fair, Prep Expo, etc.)	R		
Simulated Emergency Test or Exercise Participation (Annually)	R		
Serve or served as Net Control/ Alt. for K7BNR or Statewide ARES Net	R		
<p><b>Comment:</b></p>			
<b>Proficiency/Skill</b>		COMPLETION DATE	EC/AEC SIGNOFF
Can organize setup of a portable radio/ Comm station at a site	R		
Capable of leading and training a team of operators at a Comm Site	R		
Write, send and receive an ICS-213 and ICS-213RR message	R		
Understand how to use ICS 205, 213, 213RR, 214, 309	R		
Can fully function as a net control operator	R		
Operate VHF Digital messaging station using FLDIGI and Winlink	R		
Maintain radio and station equipment per SOG Standards	R		
Can troubleshoot common radio/ antenna issues and resolve them	R		
Can drive a Bonner County Vehicle if required.	R		
Can repair coax and power connections (includes using Anderson PP)	R		
Train others in assembling a 24-hour Deployment Kit*	R		
<p><b>Comment: * The contents of a 24-hour Kit will be specified in either a separate document or as an Annex to this document.</b></p>			
<b>Leadership</b>		COMPLETION DATE	EC/AEC SIGNOFF
Hold a General Class or higher Amateur Radio License	<b>R</b>		
Vetted with background check as RACES member and EOC staff	R		
<p><b>Comment:</b></p>			

**ARES/ RACES STANDARDIZED TRAINING PLAN TASK BOOK**

NAME: \_\_\_\_\_ CALL: \_\_\_\_\_ LICENSE CLASS: \_\_\_\_\_  
HOME GROUP: \_\_\_\_\_ DATE: \_\_\_\_\_

**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 AEC \_\_\_\_\_

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



# ARES/ RACES STANDARDIZED TRAINING PLAN TASK BOOK

NAME: \_\_\_\_\_ CALL: \_\_\_\_\_ LICENSE CLASS: \_\_\_\_\_  
 HOME GROUP: \_\_\_\_\_ DATE: \_\_\_\_\_

ARES TRAINING LEVEL			
Level 4			
Level 4 prepares the participant to take on ARES Team leadership roles in his/her ARES group or section and proves you can leap small buildings in a single bound. <b>R = Required, E = Encouraged, O = Optional</b>			
TASK	R-O-E	COMPLETION	Sign Off See Below
<b>Education</b>		COMPLETION DATE	EC/DEC SIGNOFF
IS-120.c - An Introduction to Exercises*#	R		
IS-230.d - Fundamentals of Emergency Management*#	R		
IS-235.c - Emergency Planning*#	R		
IS-240.b - Leadership & Influence*#	R		
IS-241.b - Decision Making & Problem Solving*#	R		
IS-242.b - Effective Communications*#	R		
IS-244.b - Developing & Managing Volunteers*#	R		
IS-288.a – Role of Voluntary organizations in Emergency Mgt*#	R		
Bonner County EOC-101 and 102*	R		
ARRL Advanced EMCOMM Training - TBP in 2025	O		
SKYWARN Advanced Training Class (Biennially)	O		
PR-101 – Public Information Officer Training (EC-015)	O		
AUXCOM Course	E		
ICS-300 - Incident Command System for Expanding Incidents**	R		
ICS -400 - Advanced Incident Command System**	O		
<b>Comment: * Required for those seeking/holding leadership positions. # Experience may substitute for these courses.</b> <b>** Participants are encouraged to complete the FEMA courses ICS-300 and ICS-400 when they become available locally.</b> <b>IS-200 and IS-800 are required prerequisites for the AUXCOM course and ICS-300 and ICS-400.</b>			
<b>Participation</b>		COMPLETION DATE	EC/AEC SIGNOFF
Net Participation (Once per Month)	R		
Public Service Event Participation (Annually)	R		
Simulated Emergency Test or Exercise Participation (Bi-Annually)	R		
Serve as Backup or Net Control for K7BNR or Idaho Statewide Nets	R		
Attend at least 6 monthly meetings per year (in-person or Zoom)	R		
<b>Comment:</b>			
<b>Leadership</b>		COMPLETION DATE	EC/DEC SIGNOFF
Present a training session	R		
Hold/held a leadership position in a group or sub team	R		
Hold a General Class License or higher	R		
Participate in PIO activities (PR-101 Qualifies)	O		
EOC 101/102 Course Instructor/Mentor	O		

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

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

LEVEL 4 (CONT.)			
Comment:			
Proficiency/Skill		COMPLETION DATE	EC/AEC SIGNOFF
Proficient in using all basic ICS forms used on an incident	R		
Operate VHF/UHF Digital station (FLDIGI/ WINLINK/ FLAMP)	R		
Operate HF Digital station (FLDIGI/ WINLINK/FLAMP)	R		
Proficient in creation and use of MACROS for FLDIGI	R		
Proficient in using WINLINK incl send/ receive forms	R		
Proficient in sending/ receiving forms in FLDIGI	R		

**Level 4 Completion Record**

The listed tasks for the Level 4 having been completed, dated and initialed indicate successful completion of all the tasks required of the ARES Communicator for the level 4.

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/ RACES STANDARDIZED TRAINING PLAN TASK BOOK

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

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## 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.

**R = Required, E = Encouraged, O = Optional**

TASK	All LEVELS R-O-E	COMPLETION DATE	EC/AEC Sign Off
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### Proficiency/Skill

Can use ICS 214, 213, 309 forms correctly	R		
Can comfortably pass voice radio traffic	R		
Can assist in radio station/ antenna setup	R		
Can drive a Bonner County Vehicle	E		

### Participation

Create and maintain a file of ICS forms	R		
Create and maintain a paper copy of the BCARES SOG	R		
Create and maintain a USB drive with the above info	O		
Submit documents to BCEM for background check	E		

### Leadership


Comment:

**Attach Copy of FEMA/NIMS ICS Course Completion Certificates Here:**

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

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Each ARES Communicator needs 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 re-assigned to an appropriate function.

### **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)
- 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 SOG notebook and other documentation

### **At Assignment**

- Check in with the on-site leader or agency official
- Check in with Net Control to inform you are on site (if operating a radio)
- Determine location to set up equipment
- Set up your equipment with safety in mind
- Establish radio contact with net control per frequency plan (if required)
- 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 and turn over logs to on-site leader
- 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

