



Santa Cruz County ARES® Training Task Book

Task Book

The Task Book is a working document that enables those ARES® communicators electing to participate in the ARES training plan to track and document their training. The Task Book should contain all training plan items, completion dates and sign-offs as the ARES communicator transitions through the 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.

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.

NOTE: the approving EC should meet or exceed the qualifications for each level they are signing off.

Skill Levels

Basic: Get a ham license and enroll in a Santa Cruz County ARES group.

Level 1: Learn about the Incident Command system and participate in events with more experienced members.

Level 2: Learn the skills desired by ARES through coursework, training, and practice.

Level 3: Increase skills on a pathway to leadership positions and assignments

Responsibilities:

- | | |
|-------------------|---|
| Individual | <ul style="list-style-type: none">• Review and understand Task Book requirements• Identify desired objectives• 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 | <ul style="list-style-type: none">• Be knowledgeable and proficient in the tasks being evaluated and approved• Meet with Communicator and evaluate past experiences, current qualifications and desired objectives |

- Review tasks with Communicator
- Document completion of tasks with Task Book sign-offs

Section

Maintain database for ARES participants in ARES Training Plan

Basic ARES Membership

The following accomplishments are required to reach Basic ARES Membership

TASK	COMPLETION DATE	EC Sign Off
Obtain Technician Class or higher Amateur Radio License		
Join an ARES group		
Obtain Task Book		

Required to Maintain Basic Membership

1. Maintain an active FCC-issued Amateur Radio License.
2. Participate in at least 4 ARES nets every 12 months.
3. Attend at least 4 ARES monthly meetings every 12 months.
4. Track the successful completion of your training tasks in this Task Book.
5. Respond to an annual email list purge indicating continued interest.

Basic ARES Membership Completion Record

The tasks for the Basic ARES membership have been satisfactorily completed.

Date: EC

Comments:

ARES Level 1

The following accomplishments are required to reach ARES Level 1

TASK	COMPLETION DATE	EC Sign Off
Complete ICS 100, <i>Introduction to Incident Command System</i> .		
Participate in 3 ARES nets.		
Participate in 1 ARES event.		

Required to Maintain Level 1 Membership

1. Maintain an active FCC-issued Amateur Radio License.
2. Participate in at least 5 ARES nets every 12 months.
3. Attend at least 4 ARES monthly meetings every 12 months.
4. Participate at least 1 ARES event annually.
5. Respond to an annual email list purge indicating continued interest.

Level 1 Completion Record

The listed tasks for the level 1 ARES membership have been completed.

Date:

EC

Comments:

ARES Level 2

The following accomplishments are required to reach ARES Level 2

TASK	COMPLETION DATE	EC Sign Off
Complete ARRL EC-001, <i>Introduction to Emergency Communications</i> .		
Complete ICS-200, <i>ICS for Single Resources</i> .		
Complete ICS-700, <i>Introduction to National Incident Management System</i> .		
Complete ICS-800, <i>National Response Framework</i> .		
Participate in 4 additional ARES nets.		
Participate in 3 additional ARES events.		
Attend 4 ARES meetings.		
Program a frequency, tone, and repeater offset into an HT.		
Write a message using the ICS-213 form. By radio, send and receive an ICS-213 message.		
Complete an ICS-214 <i>Activity Log</i> at an ARES event.		
Assemble an 8-hour deployment kit.		

Required to Maintain Level 2 Membership

1. Maintain an active FCC-issued Amateur Radio License.
2. Participate in at least 10 ARES nets every 12 months.
3. Act as net control station for at least 1 ARES net every 12 months.
4. Attend at least 6 ARES monthly meetings every 12 months.
5. Participate in at least 4 ARES events every 12 months.
6. Respond to an annual email list purge indicating continued interest.

Level 2 Completion Record

The listed tasks for the level 2 ARES membership have been completed.

Date:

EC

Comments:

Santa Cruz ARES Training Task Book

ARES Level 3 Leadership Membership

The following accomplishments are required to reach ARES Level 3

TASK	COMPLETION DATE	EC or DEC Sign Off
Join ARRL		
Assist in the organization of 2 ARES events.		
Present a topic of interest at an ARES meeting.		
Demonstrate ability to work under pressure.		
Get approval of County DEC.		

Required to Maintain Level 3 Membership

1. Maintain an active FCC-issued Amateur Radio License.
2. Maintain ARRL membership.
3. Organize one or more ARES event every 12 months, or maintain one important ARES process (e.g. credentialing).
4. Attend at least 9 ARES meetings every 12 months unless excused by DEC.

Level 3 Completion Record

The listed tasks for the level 3 ARES membership have been completed.

Date:

EC

Comments:

Santa Cruz County ARES Training Task Book

Common Responsibilities for Activations

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
- 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 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 log sheets