IOWA ARES® INDIVIDUAL TASK BOOK

Name:_____ _____Call: _____

Title: _____ARES Group:_____

Phone Number: _____Email: _____

Location: _____Date:_____

Task Book Evaluators:

ARES® Leader's Name: _____ _____Call: _____

Title: _____ARES Group: _____

Phone Number: _____Email: _____

Location: _____Date:_____

ARES® Leader's Name: _____ _____Call: _____

Title: _____ARES Group: _____

Phone Number: _____Email: _____

Location: _____Date:_____

ARES® Leader's Name: _____ _____Call: _____

Title: _____ARES Group: _____

Phone Number: _____Email: _____

Location: _____Date:_____

ARES® Leader's Name: _____ _____Call: _____

Title: _____ARES Group: _____

Phone Number: _____Email: _____

Location: _____Date:_____

ARES® Individual Task Book

This is a working document that enables ARES® participants to track and document the completion of ARRL ARES® Training Plan elements of levels of increasing proficiency. The ARES® participant is responsible for maintaining their ARES® Individual Task Book and for having it with them during training and assignments.

The evaluating ARES Emergency Coordinator (EC) must meet or exceed the qualifications for each level they are signing off. At the Section Emergency Coordinator's (SEC), District Emergency Coordinator (DEC), or EC's discretion, training, skills and participation elements considered important to the ARES® Team, can be added to or substituted in the Task Book. An individual's documented prior experiences may be included for completion of some listed tasks, however, it is suggested that items in the Proficiency/Skills section be completed in ARES® Team training sessions, meetings and events.

Task Book 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

EC/DEC Be knowledgeable and proficient in the tasks being evaluated and approved
- Meet with ARES® participants to evaluate current qualifications and desired objectives/goals
- Review tasks with ARES® participants
- Document completion of tasks with Task Book sign-off's

SEC Maintain records of participants in ARRL ARES® Training Plan

ARRL ARES® Training Plan

LEVEL 1 - Entry level skills for participation in ARES®
LEVEL 2 - Intermediate ARES® skills obtained through coursework and training
LEVEL 3 - Advanced ARES® skills assignments and qualifications
LEADERSHIP - Preparation for ARES Team leadership
FINAL EVALUATION - ARES® Simulated Emergency Communications Incident

Attach to your ARES® Individual Task Book:

- Copy of your current Amateur Radio license
- Completed ARES® Registration
- 24/72 Hour Personal Deployment Kit Checklists
- 24/72 Hour Radio Deployment Kit Checklists
- Certificates of completed courses

NAME: _____CALL: _____DATE_____

HOME GROUP: _____LICENSE CLASS: _____

ARES® TRAINING PLAN LEVEL 1			
This introductory training is conducted by the local ARES group to meet the needs of served and partner agencies. Participants are encouraged to complete Level 1 and advance to Level 2 as soon as practical.			
TASK **R = Required/O = Optional**	**R / O**	**COMPLETION DATE**	**EC or DEC SIGN OFF**
Education			
FEMA IS-100.c- Introduction to the Incident Command System (ICS)	R		
FEMA IS-700.b Introduction to National Incident Management System (NIMS)	R		
NWS SKYWARN® Spotter Training (Biennially)	R		
Participation			
Join an ARES® group	R		
Submit ARES® Registration to EC	R		
Obtain ARES® Individual Task Book	R		
Check in to an ARES® Net	R		
Proficiency/Skill			
Technician class or higher Amateur Radio license	R		

- ● LEVEL 1 Completed   ARES® Evaluator Signature

  _____

  Date_____

NAME: _____ CALL: _____ DATE_____

HOME GROUP: _____LICENSE CLASS: _____

ARES® TRAINING PLAN LEVEL 2

Level 2 builds upon what has been learned in Level 1. Participants may elect to remain at Level 2 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 and partner agencies and provides a better understanding of emergency communications.

TASK R = Required/O = Optional	R/O	COMPLETION DATE	EC or DEC SIGN OFF
Education			
ARRL EC-001 Emcomm Course	R		
FEMA IS-200.c – ICS for Single Resource	R		
FEMA IS-800.c – National Response Framework	R		
NWS SKYWARN® Spotter Training (Biennially)	R		
Participation			
ARES® Net Participation (Once per Quarter)	R		
Public Service Event Participation (Annually)	R		
Simulated Emergency Test or Exercise Participation (Annually)	R		
Serve as ARES® Net Control	O		
Proficiency/Skill			
Assemble a 24-hour Deployment Kit	R		
Program a simplex frequency into an HT	R		
Program a repeater frequency pair, offset, and tone, into a radio	R		
Demonstrate cross band repeat on a VHF/UHF mobile radio	R		
Deploy VHF/UHF station operable for 12 hours on emergency power	R		
Operate a VHF Digital messaging station	R		
Write and send an ICS-213 message and receive a reply	R		
Build and test a simple VHF ground plane antenna	R		
Build a Powerpole® adapter cable	R		

Solder a PL259 connector to coax	R		
Other Level 2 as assigned by ARES Unit			

- LEVEL 2 Completed   ARES® Evaluator Signature

  Date

NAME: _____CALL: _____DATE_____

HOME GROUP: _____LICENSE CLASS: _____

ARES® TRAINING PLAN LEVEL 3			
Level 3 prepares the ARES® participant for routine and emergency communication field operations.			
TASK R = Required/O = Optional	R/O	COMPLETION DATE	EC or DEC SIGN OFF
Education			
General Class (or higher) Amateur Radio license	R		
ARRL EC-016 Emcomm Course (except the FEMA leadership courses)	R		
NWS SKYWARN® Training Class (Biennially)	R		
ARRL PR-101 - Public Information Officer (PIO) Training	R		
FEMA IS 20.24 - DIversity Awareness Course 2024	R		
FEMA IS-288.a – Role of Voluntary Organizations in Emergency Mgt.	R		
FEMA IS-2200 - Basic Emergency Operations Center Functions	R		
Participation			
ARES® Net Participation (Once per Quarter)	R		
Serve as ARES® Net Control (Once per Quarter)	R		
Public Service Event Participation (Annually)	R		
Simulated Emergency Test or Exercise Participation (Annually)	R		
Proficiency/Skills			
Assemble personal and radio 72 hour Deployment Kits	R		
Demonstrate proficiency in using FEMA ICS Forms: 205, 205A, 211, 213, 214, 217A, 309	R		
Write a Net Script	R		
Operate HF Digital Mode Messaging Station	R		
Build and test a simple HF dipole antenna	R		
Demonstrate use of NVIS in your emergency communications operations	R		

Deploy HF antenna and make contacts on 40 and 80 M SSB	R		
Deploy HF antenna and make contacts on 40 and 80 M digital	R		
Demonstrate safely refueling a generator in the field	R		

Other as assigned by ARES Unit			

- LEVEL 3 Completed   ARES® Evaluator Signature

  Date

ARES® TRAINING PLAN - LEADERSHIP			
This level prepares the participant for ARES® Team leadership.			
TASK **R = Required/O = Optional**	**R/O**	**COMPLETION DATE**	**EC or DEC SIGN OFF**
Education			
FEMA IS-120.c - An Introduction to Exercises	R		
FEMA IS-230.d - Fundamentals of Emergency Management	R		
FEMA IS-235.c - Emergency Planning	R		
FEMA IS-240.b - Leadership & Influence	R		
FEMA IS-241.b - Decision Making & Problem Solving	R		
FEMA IS-242.b - Effective Communications	R		
FEMA IS-244.b - Developing & Managing Volunteers	R		
FEMA IS 505 - Concepts of Religious Literacy for Emergency Management	R		
Complete ARRL Field Instructor Requirements, obtain appointment	O		
Complete ARRL Field Examiner Requirements, obtain appointment	O		
Participation			
Present a training session	R		
Hold a leadership position in your ARES® group	R		
Design and lead a tabletop exercise (TTX) with your ARES® Team	R		
Do After Action Review (AAR) and Improvement Plan (IP) for the TTX	R		
Provide volunteer recognition for your ARES® Team	R		
Proficiencies/Skills			
Complete ARRL ARES® Training Plan Levels 1,2,3 Task Book	R		
Describe the ARES® chain of command	R		
Provide an ARES® ICS Form 205 for your ARES® Team	R		
Develop Standard Operating Procedures (SOP) for use by your ARES® Team	R		

Write an ARRL Simulated Emergency Test (SET) press release	R		
Write an ARRL Field Day press release	R		
Demonstrate the use of HSEEP in exercise development	R		

Other as assigned by ARES Unit			

● Leadership Completed   ARES® Evaluator Signature

Date_____

NAME: _____ CALL: _____ DATE_____

HOME GROUP: _____LICENSE CLASS: _____

ARES® TEAM OR SECTION SPECIFIC TRAINING REQUIREMENTS - ALL LEVELS				
This page is for listing of additional tasks as may be required by ARES Teams for their specific needs.				
TASK **R = Required/O = Optional**	**R/O**	**LEVEL 1-2-3**	**COMPLETION DATE**	**EC or DEC SIGN OFF**
Education				
Comment:				
Participation				
Comment:				
Leadership				
Comment:				
Proficiency/Skill				

Comment:				

NAME: _____CALL: _____DATE_____

HOME GROUP: _____LICENSE CLASS: _____

FINAL EVALUATION FOR LEVELS 1,2,3- ARES® Simulated Emergency Communications Incident Lead/Participate in an Activation, Deployment, Demobilization, and After Action Review
See below - ARES® Incidents/Events Checklist

        Activate using your ARES® Team SOPs
        Start and maintain a personal ICS Form 214 Activity Log
        Get assignment from EC
        Deploy with personal/radio 24 hour Deployment Kits
        Check in with incident/event Supervisor or Net Control
        Receive incident/operations briefings as appropriate
        Set up a VHF/UHF mobile radio station - in the field/on site, on emergency power, capable of operating for a 12 hour operational period. Operate the station for a minimum of one hour performing the following tasks:
                Write and use a Net Script for the operation
                Open a Net, or take Net Control of an active Net
                Maintain a Net ICS 214 Activity Log
                Check in Net participants on Net ICS 214 Activity Log
                Log Net traffic on Net ICS 214 Activity Log
                Write third party traffic (e.g. served or partner agency) on ICS 213 Message Forms
                Log third party traffic on Net ICS 309, attach copies of ICS 213 messages
                Provide Report to Supervisor (e.g. number and locations of net participants)
                Brief incoming personnel as appropriate
                Close or hand-off the Net
                Send ICS 213 Net Report via RF to ARES Evaluator
                Finish all paperwork, log volunteer hours on ICS 214s
                Leave work site clean and tidy
                Debrief to incident/event Supervisor as appropriate
        Demobilize using your ARES® Team SOPs
        Submit incident paperwork to EC or Supervisor as appropriate
        Submit all FINAL EVALUATION documentation to ARES® Evaluator(s)

FINAL EVALUATION Completed   Date_____

● ARES® Evaluator Signature

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ate_____

● ARES® Evaluator Signature

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ate

- ARES® Evaluator Signature

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  ate

ARES® Incident/Event Checklist

It is the responsibility of each ARES® participant 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.

Activation

- ☐ Start a personal ICS 214 Activity Log
- ☐ 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 ARES® ICS Form 205 Communications Frequency Plan for the incident
- ☐ Assess personal readiness for incident/climate (clothing, medications, money, etc..)
- ☐ Maintain a checklist of your Equipment and Personal Deployment-Kits
- ☐ Inform others as to where you are going and how to contact you
- ☐ Review your organization's Standard Operating Procedures documentation

On Assignment

- ☐ Check in on-site - sign-in, or with the on-site leader, or agency official as appropriate
- ☐ Check in with the Net 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 plain english in all radio communications
- ☐ Be mindful of HIPPA concerns
- ☐ Maintain personal and site safety and security
- ☐ Carry out assignments as directed

End of shift or Demobilization

- ☐ Brief relief ARES® personnel of ongoing operations when relieved
- ☐ Retrieve all personal gear and return your area to pre-arrival condition
- ☐ Check out with Net Control, sign-out of the incident; or go to Staging Area for rehab, reassignment
- ☐ Participate in After Action activities as directed
- ☐ Turn in copies of all paperwork to your supervisor
- ☐ ARES® personnel may want to retain personal log of actions and events

Team Leader Responsibilities

- ☐ Start a Team ICS 214 Activity Log
- ☐ Review common responsibilities
- ☐ Participate in incident meetings and briefings as required
- ☐ Determine status of ARES® Team activities
- ☐ Determine resource needs
- ☐ Order additional resources as needed
- ☐ Provide ARES® Team with status updates and reports
- ☐ Assign specific duties
- ☐ Maintain personnel accountability status
- ☐ Monitor safety and security of ARES® Team
- ☐ Supervise demobilization
- ☐ Collect and maintain all ARES® Team records and forms

ARES® Individual Task Book Change Log

Release	Date Added	Change Type	Change Log Entry
			\
1.2.1	8/15/2019	Removal	Removed IS-775 course from Level 3
1.2.1	8/15/2019	Add	Added IS-2200 in Level 3
1.2.1	8/15/2019	Removal	Removed IS-802 course from Level 3
1.2.1	8/15/2019	Change	Changed bi-annually to biennially where found
2.1.0	8/21/2019	Replace	New version 2.1.0 replaced ver. 1.2.1 on ARRL webpage
2.1.1	~~9/9/2019~~	~~Change~~	~~Made multiple changes to field names~~ —
			-
3.0	1/5/2025	Update Task Book for Iowa	Updated training
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For questions, contact:
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