Yamhill County

ARES/RACES

Annex A

to the Section Operations Manual

Section
Training Plan

March 2014

Record of Changes

Date of Change	Location of Change	Change	Changed by:
December 2011	Pg 5, 9, cover	Folded-in Individualized training plan procedures; added certain OADN tasks to Radio Operator Task List; updated plan date to December 2011	BHB
August 2012	Pg 4	Added "Expectations of...Members"	BHB
December 2012	Pg 8, 17, cover	Identified Task Certifiers for Radio Operator; updated training calendar; updated plan date to January 2013	BHB
	Pg 3	Updated the Unit Mission Plan with some additional specificity	BHB
	Pg 4	Clarified some elements of New Member Expectations	BHB
March 2014	Pg 3, 8	Update Mission Statement, Task Certifiers	KCP

Mission Statement

Provide reliable emergency communications for agencies such as police, fire, sheriff, search and rescue and the offices of emergency management during natural disasters and public events in order to protect and improve the safety of the general public.

Expectations of Yamhill County ARES/RACES Members

Yamhill County ARES/RACES members are not first responders; but, YCARES/RACES *is* an emergency response organization. Members should understand that their services may be required on short notice, at all hours of the day or night for periods of up to 72 hours without the opportunity to return home.

Accordingly:

Your situation at home regarding the health and personalities of other family members, care of animals or livestock, your personal preparations, location, and/or any other factors that might likely prevent your being able to respond when needed should be carefully considered when applying for membership.

Members should have no medical conditions that prevent driving after dark, or in poor weather conditions.

While the work that we may be called upon to do is largely sedentary, it *is* stressful, performance-oriented, and challenging. Members should evaluate their health conditions and personalities before agreeing to serve under those conditions.

YCARES/RACES members do not have uniforms or formal dress and grooming standards; however, we work for and with para-military police and fire organizations that do. Our conduct and appearance must be compatible with the expectations of those organizations. The sole arbiter of whether an individual comports themselves with these implied standards is the currently appointed unit Emergency Coordinator (EC).

YCARES/RACES has a formal training plan (following) with additional expectations for satisfactory progression. Of the approx. 480 waking hours available to the average person each month, we ask you to seriously commit just 4 (less than 1 percent) to the ARES/RACES mission, by regularly attending the monthly meetings and/or individual training sessions.

We recognize that many talented and otherwise committed individuals may not be able to comply with all of the above criteria for full ARES/RACES membership. We value their time and talents and offer the "ARES Auxiliary" as an alternative. Auxiliary members are encouraged to train with regular members and attend the meetings when able.

Yamhill County ARES/RACES
Individualized Training Program

Basic Elements:

General meetings will remain a scheduled monthly 2-hour session. Additionally:

- The Individual member will request a day and 2 hour time frame for their training
- The trainee will choose the tasks to be trained or evaluated on
- Training will be one-on-one; trainee and trainer
- Satisfactory progress through the program is expected for continued membership.
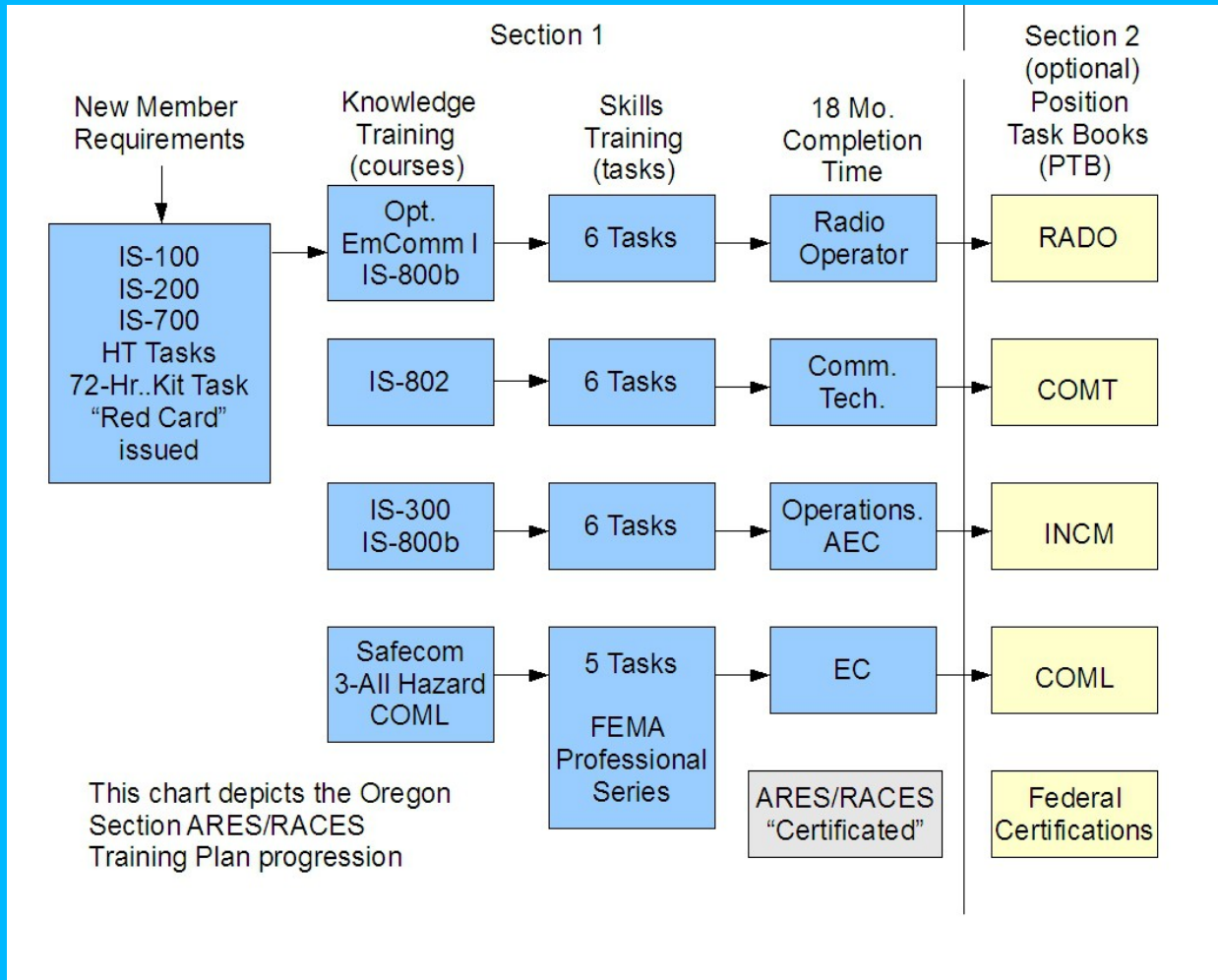
Procedures:

Trainee will contact the Training AEC via email at least 5 business days before the requested training appointment.

- Trainee will list the tasks the trainee wants instruction for, or is ready for evaluation.

- The Training AEC arranges for a trainer, and a place of training, and communicates the results to both parties.

- The Trainee and Trainer commit to the training appointment, and both are expected to honor their commitments.

- The Trainer prepares the equipment, materials, lesson plans, handouts, and other resources prior to the training appointment.

- The training appointment time may be extended with the agreement of both parties.

- The Trainer documents all accomplished task book items and evaluation forms in the trainee's training jacket immediately after the training appointment, and reports the results via email to the Training AEC.

Expectations of Trainees: (conditions for continued membership)

- Trainee must have completed all required FEMA course work before entering into the formal training program.

- Trainee must self-schedule a minimum of one 2-hour training appointment per calendar month; and the appointments must be kept.

- Trainee will participate in at least one SET, exercise, or actual event each year.

- Trainee shall complete the minimum tasks for Radio Operator within 18 months. Pictorial Representation of Section Training Program

	Section 1				Section 2 (optional)
New Member Requirements	Knowledge Training (courses)	Skills Training (tasks)	18 Mo. Completion Time		Position Task Books (PTB)
IS-100 IS-200 IS-700 HT Tasks 72-Hr..Kit Task "Red Card" issued	Opt. EmComm I IS-800b	6 Tasks	Radio Operator		RADO
	IS-802	6 Tasks	Comm. Tech.		COMT
	IS-300 IS-800b	6 Tasks	Operations. AEC		INCM
	Safecom 3-All Hazard COML	5 Tasks	EC		COML
This chart depicts the Oregon Section ARES/RACES Training Plan progression		FEMA Professional Series	ARES/RACES "Certificated"		Federal Certifications

6

New ARES/RACES Unit Member initial knowledge and task evaluations:

Within 90 days, the trainee has loaded the county frequency plan in the correct respective memory locations of their personal HT and/or mobile radio.
(Radio Operator, Task 1, bullet 2)

Within 90 days of assignment to the unit, the trainee can enter a frequency, tone, and offset given by the evaluator into their personal HT and/or mobile radio, and demonstrate successful access to a tone-enabled repeater or HT set up in reverse mode to simulate a repeater.
(Radio Operator, Task 2, bullet 1)

Within 90 days, the trainee has assembled a 72-hour kit that complies with the unit guidance, and displays the kit contents to an evaluator.
(Radio Operator, Task 1, bullet 3)

Knowledge-based training courses <u>required</u> by FEMA and Oregon Section:

A) NIMS IS-100
B) NIMS IS-200
C) NIMS IS-700

Enrichment Courses <u>recommended</u> by Oregon Section ARES/RACES:

A) NIMS IS-800, The National Response Plan
B) ARRL EmComm Course EC-001. This newly revised course is available on line, or in book form for self-study, and may be given from time to time in a classroom setting. It "bridges the gap" between the Federal Incident Command System and Amateur Radio, expanding on the specific ways, means, and roles we can play in helping with emergency backup communications.

Yamhill County ARES/RACES Training Plan
Task Certifiers

For Radio Operator Certificate:

Task 1:   K5VP, KE7FLV, KD7ZLH

Task 2:   K5VP, WA7SUP, KE7FLV, KD7ZLH

Task 3:   K5VP, KD7ZLH, KE7FLV, W7MAY

Task 4:   K5VP, WA7SUP, KE7FLV, KD7ZLH

Task 5:   K5VP, WA7SUP, KE7FLV, KD7ZLH

Task 6:   K5VP, WA7SUP, KE7FLV, KD7ZLH

ARES/RACES Radio Operator Skills-based Task List

1. Obtain and assemble information and materials needed for assignment.
   - Obtain a copy of the county ARES/RACES frequency plan
   - Obtain and pre-program a suitable personal HT radio programmed with the county frequency plan, and have a spare battery pack (dry cell)
   - Assemble a 72-hour kit suitable for your specific county mission and assignment

      Completed Date:_____   Evaluator:_____

2. Demonstrate familiarity with communications equipment, procedures and basic functions.
   - Be able to input a frequency, tone, and offset into your personal HT and mobile radio
   - Be able to operate the base station radios in use at your operating position
   - Know what frequencies and/or nets are present on what radios, and the purpose of each

      Completed Date:_____   Evaluator:_____

3. Correctly fill out and/or process appropriate forms.

   - ICS-309 Communications Log
   - ICS-214 Unit Log
   - ICS-213 NCR form for internal use
   - ICS-213 used for tactical voice traffic
   - Properly construct an Airmail Subject Line Date/time group
   - Correct use of all Airmail Templates
   - Process ICS-213 presented on USB drive
   - Process ICS-213 accessed over LAN
   - Access Winlink over Telnet, Packet, and Pactor

      Completed Date:_____   Evaluator:_____

4. Communicate information effectively to Net participants.
   - Use correct Radio and Telephone protocols
   - Write legibly and speak clearly
   - Correctly recite the standard ITU Phonetic Alphabet
   - Use standard terminology, designators, acronyms, and symbols
   - Acknowledge requests, and provide feedback

      Completed Date:_____   Evaluator:_____

5. Use appropriate communication protocol when responding to emergency situations.
   - Demonstrate radio net procedures used for emergency traffic
   - List types of information never to be spoken over voice nets

      Completed Date:_____   Evaluator:_____

6. Use appropriate communication protocol when responding to routine requests/information.
   - Demonstrate radio voice net procedures used for routine traffic
   - Discuss the difference between tactical traffic, emergency, and health & welfare traffic
   - List the preferred means and modes for processing the above

      Completed Date:_____   Evaluator:_____

Communications Technician Knowledge and Task List:

A Communications Technician candidate must have completed all Radio Operator tasks prior to beginning the new track.

Completion of NIMS IS-800, The National Response Plan, is required.
Completion of NIMS IS-802, Emergency Support Function 2, is highly encouraged.

ARES/RACES Communications Technician Skills-based Task List
(Tasks Required are <u>in addition to</u> Radio Operator Tasks)

1. Determine appropriate location for communications equipment.
   - Observe spatial separation requirements of antenna systems
   - Elevate radiating elements sufficiently

   Completed Date:_____   Evaluator:_____

2. Install communication equipment at determined locations.
   - Evaluate terrain, path, accessibility, and safety
   - Select and install the correct antenna system for a given frequency and application

   Completed Date:_____   Evaluator:_____

3. Establish installation priorities while adhering to safety standards regarding communications.
   - Observe and abate RF exposure and RF burn concerns
   - Avoid creating tripping hazards
   - Use caution when climbing or doing overhead work
   - Use appropriate headgear (hard-hats) and safety goggles
   - Handle high-amperage and/or high voltage equipment with care

   Completed Date:_____   Evaluator:_____

4. Test components of communications equipment to ensure the incident systems are operational.
   - Using a Service Monitor or individual items of test equipment:
     - Measure SWR of antenna systems
     - Determine condition of a length of coaxial cable
     - Measure power output of a radio
     - Determine receiver sensitivity
     - Measure deviation of a transmitted signal
     - Determine transmit frequency
     - Rapidly assess the operational status of a radio.

   Completed Date:_____   Evaluator:_____

5. Clone or program radios.
   - OADN system radios.
   - ECC standard radios.
   - Help unit members with programming their personal radios.

   Completed Date:_____   Evaluator:_____

6. Perform operational test of communications systems throughout duration of the incident.
   - Demonstrate how to operationally assess distant repeaters
   - Demonstrate how to assess remote packet nodes
   - Accomplish minor field repair.
   - Place orders for replacement of equipment.
   - Plan for battery replacement.
   - Minimize interruptions in system operation.

   Completed Date:_____   Evaluator:_____

   Reviewed and Approved for Certificate   EC:_____

ARES/RACES Operations AEC Knowledge and Task List requirements:

An Operations AEC candidate must have completed all Radio Operator tasks prior to beginning the new track.

Completion of NIMS IS-800, The National Response Plan, is required.
The Operations AEC should be planning to attend IS-300 at the earliest opportunity.
Completion of NIMS IS-802, Emergency Support Function 2, is highly encouraged.

The Operations AEC is the primary AEC, the one that acts in the absence of the EC. He/She is normally the one that oversees the operation of the communications center at the EOC, or the mobile communications van. Normally, they are the one planned to be the eventual successor to the EC, and is in training (or should be!) for that role.

ARES/RACES Operations AEC Skills-based Task List

(Tasks Required <u>in Addition to</u> Radio Operator Tasks)

1. Be self-proficient in, and supervise radio operators to:
   - Ensure use of radio/telephone logs.
     - ICS-309 Communications Log
     - ICS-214 Unit Log
   - Ensure proper radio procedures and protocols
     - ICS-213 NCR form for internal use
     - ICS-213 used for tactical voice traffic
     - Properly construct an Airmail Subject Line Date/time group
     - Correct use of all Airmail Templates
     - Process ICS-213 presented on USB drive
     - Process ICS-213 accessed over LAN
     - Access Winlink over Telnet, Packet, and Pactor

   Completed Date:_____   Evaluator:_____

2. Implement a document use and filing system.
   - Property loss/damage reports
   - ICS 213, General Message
   - ICS 214, Unit Log
   - ICS-309, RadioLog
   - Agency specific forms
   - Within the Airmail file structure for digital incident traffic

   Completed Date:_____   Evaluator:_____

3. Ensure communication documentation procedures are followed in the event of an emergency situation.
   - Incident within an incident
   - Emergency messages

   Completed Date:_____   Evaluator:_____

4. Review the County Communications Plan, any ICS 205 or 217, with incident personnel as necessary

   Completed Date:_____   Evaluator:_____

5. Identify and prioritize incoming information and determine appropriate response.

   Completed Date:_____   Evaluator:_____

6. Ensure radios in use by unit or incident personnel are operational.
   - Tag non-functioning equipment.
   - Clone or program radios as necessary.
   - Recognize basic communications systems malfunctions (e.g., intermittent repeater transmissions, dead spots, poor quality audio, off-frequency) and alert Radio Technician, EC, or immediate supervisor.
   - Order needed supplies (e.g., batteries, forms).

   Completed Date:_____   Evaluator:_____

EC Knowledge and Task List Requirements:

An EC candidate must have completed all Radio Operator and Operations AEC tasks prior to beginning the new track.

Completion of NIMS IS-800, The National Response Plan, is required.
Completion of NIMS IS-802, Emergency Support Function 2, is required
Completion of NIMS IS-300, Intermediate ICS, should have been completed
The EC should have completed, or be seeking to enroll in, Safecom Type III, All-Hazard COML.

The EC is highly encouraged to complete the FEMA Professional Series within 5 years of appointment.

Note that the tasks associated with the EC position are far more management and coordination oriented (intangible) than previous tracks were.

The EC's task list may only be evaluated by the respective DEC. The DEC determines accomplishment of the tasks by a combination of direct observation, SET participation and results, relationships with served agencies, compliance with Section policy and requirements, personal knowledge, and the overall evidence of a successful unit operation.

ARES/RACES EC Skills-based Task List
(Tasks Required in Addition to Radio Operator and AEC for Ops. Tasks)

1. Establish and maintain positive interpersonal and interagency working relationships.
    - Get to know the EM, served agency personnel and regional telecommunications professionals with whom you will be working, and establish close working relationships before an incident occurs.

    Completed Date:_____ DEC:_____

2. Evaluate needs, materials, personnel, and training to keep unit operating effectively.
    - Obtain equipment, materials and supplies required for the unit mission
    - Maintain quantities of supplies and materials at a level to prevent shortage of any basic needed items.
    - Ensure adequate personnel to support the unit; technicians, radio operators, etc.
    - Coordinate with the served agencies for any or additional interoperability resources that may be needed.
    - Assess current tactical communications equipment needs such as power sources, portable antennas and logistics support for extended operations.

    Completed Date:_____ DEC:_____

3. Organize and supervise unit.
    - Brief and keep subordinates informed and updated.
    - Establish unit time frames and schedules.
    - Assign and monitor work assignments.
    - Develop team work.
    - Provide counseling and discipline as needed.
    - Brief relief personnel.

    Completed Date:_____ DEC:_____

4. Participate in served agency and area planning meetings as the technical expert for amateur radio emergency backup communications capability; coordinate with other communications professionals to share information and assure communications interoperability
    - Determine the feasibility of providing the required communications support.
    - Provide operational and technical information on equipment available to the served agency.
    - Provide operational and technical information on communications equipment and systems capabilities and limitations.

    Completed Date:_____ DEC:_____

5. Coordinate frequencies, activities, and resources with communications professionals elsewhere.
    - Contact adjacent county EC's and communications coordinators, and notify them of incident frequency and other shared resource assignments, as appropriate.
    - Provide a copy of the unit Comm Plan/ICS Form 217 to other agencies or to the EC and/or COML at any nearby locations as necessary to avoid interference.
    - Ensures that the Section On-Line County Unit Communications Plan is kept current.

    Completed Date:_____ DEC:_____

    Reviewed and Approved for Certificate DEC:_____

Oregon Section ARES/RACES

Radio Operator

This certificate recognizes that

Fester Bestertester, AA7FB

Has met all of the knowledge and performance based standards of the the Lane County ARES/RACES program to be recognized as an ARES/RACES Radio Operator, and based upon those skills, is qualified to perform such duties and services as may become necessary in the provision of emergency communications to Lane County.

Dated this 1st day of May, 2011.

MARK PERRIN N7MQ, Lane County Emergency Coordinator
Oregon Section ARES/RACES

The above is an example of the certificate that is awarded upon completion of the knowledge and skills requirements for the Radio Operator track. This and the other completion certificates for Communications Technician, Operations AEC, and Emergency Coordinator can be found in the files area of the ARES Leadership Yahoo Group.

Yamhill County ARES/RACES Training Calendar – 2014

January	February
New Member Training Radio Operator Tasks 1, 2 Comm Tech Tasks Ops AEC Tasks	New Member Training Radio Operator Tasks 3, 4 Comm Tech Tasks Ops AEC Tasks
March	**April**
New Member Training Radio Operator Tasks 5, 6 Comm Tech Tasks Ops AEC Tasks	SET – All Members Prepare local elements for RADO task book candidates, if any.

May SET Review, Critique, Lessons Learned. Award Certificates for completed tasks.	**June** Field Day at EOC for Drew Holmes Award DEC visits for EC task sign-off and RADO task book final evaluations, if any EmComm I Practicum and Proctored testing Friday of SeaPac
July New Member Training New 18-month training cycle starts Radio Operator Tasks 1, 2 Ops AEC Tasks 1, 2 Comm Tech Tasks 1,2	**August** New Member Training Radio Operator Tasks 3, 4 Ops AEC Tasks 3, 4 Comm Tech Tasks 3,4 Leadership Conference & Sunday training topic (TBA)
September New Member Training Radio Operator Tasks 5, 6 Ops AEC Tasks 5, 6 Comm Tech Tasks 5, 6	**October** County Full-scale exercise – All members. Exploit task book opportunities. County Ex. Critique, Lessons Learned.
November SET – All Members. Develop local elements for COMT task book candidates, if any	**December** SET Review, Critique, Lessons Learned. Year in review, goal-setting, training plan for coming year.