



STANDARDIZED TRAINING PLAN

EMERGENCY COMMUNICATOR

INDIVIDUAL TASK BOOK

Assigned To:

Name: _____ Call: _____

Fwarc Group: _____

Phone Number: _____ Email: _____

Task Book Initiated By:

Fwarc Leader's Name: _____ Call: _____

Title: _____ Fwarc Group: _____

Phone Number: _____ Email: _____

Initiated:

Location: _____ Date: _____

FWARC STANDARDIZED TRAINING PLAN TASK BOOK

NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

Fwarc Training Plan Task Book

Task Book

The Task Book is a working document that enables those Fwarc 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 Task Book should contain all training plan items, completion dates and sign-offs as the Fwarc communicator transitions through the three skill levels. The Fwarc 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 Fwarc Communicator, each user 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. **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.

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 1 Entry level into Fwarc, includes skills learned when obtaining an Amateur Radio license

Level 2 Set of skills desired by Fwarc obtained through coursework and training

Level 3 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

FWARC STANDARDIZED TRAINING PLAN TASK BOOK

NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

- Section**
- Complete the sign-off, comments and qualifying
 - Maintain database for Fwarc participants in Fwarc Training Plan

FWARC TRAINING LEVEL			
Level 1			
<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 Fwarc group to meet its needs and those of its served agency or partners. This training could be formal or informal and would introduce the Fwarc 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>R = Required, O = Optional, E = Encouraged</p>			
TASK	R-O-E	COMPL	EC Sign Off
Education			
ICS 100.c Intro to Incident Command System*	O		
ICS 700.b Introduction to National Incident Mgt. System*	O		
SKYWARN - Spotter Basic Training (Biennially)	O		
ARRL EC-001 Introduction to Emergency Communications	O		
Comment: *Sets initial baseline requirements. Will likely be insufficient for deployment at an incident.			
Participation			
Obtain Task Book	R		
Join Fwarc group	R		
Comment:			
Proficiency/Skill			
Obtain Technician class or higher Amateur Radio License	R		
Comment:			

Attach Copy of FCC License Here:

FWARC 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 Fwarc Communicator for the Level 1.

____ The individual is recommended as certified for this level.

Date: _____ EC

Comments: _____

FWARC STANDARDIZED TRAINING PLAN TASK BOOK

NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

FWARC 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 Fwarc involvement. Much of this training is conducted by the local Fwarc 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.

R = Required, O = Optional, E = Encouraged

Education

ICS 100.c Intro to Incident Command System*	R		
ICS 200.c – ICS for Single Resource*	R		
ICS 700.b – Introduction to National Incident Mgt. System*	R		
ICS 800.c – National Response Framework*	R		
ARRL EC 001 Intro to Emergency Communications	R		
SKYWARN Spotter Basic Training (Biennially)	O		

Comment: *These should be considered as meeting the minimum requirements for deployment at an Incident. Local EMA authorities may require additional training

Participation

Net Participation (Once per Quarter)	R		
Public Service Event Participation	O		
Simulated Emergency Test or Exercise Participation (Annually)	O		
Serve as Net Control	O		

Comment:

Proficiency/Skill

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® 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.

Other /Unit Specific

Comment:

FWARC 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 Fwarc 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: _____

FWARC STANDARDIZED TRAINING PLAN TASK BOOK

NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

Fwarc TRAINING LEVEL Level 3			
Level 3 prepares the participant to take on Fwarc Team leadership roles in his/her Fwarc group or section. R = Required, O = Optional, E = Encouraged			
TASK	R-O-E	COMPL	EC or DEC Sign Off
Education			
IS-120.c - An Introduction to Exercises*	R		
IS-230.d - Fundamentals of Emergency	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	R		
IS-2200 - Basic Emergency Operations Center Functions*	R		
ARRL EC-016 Public Service & Emergency Communications	R		
SKYWARN Advanced Training Class (Biennially)	O		
PR 101 – Public Information Officer Training (EC 015)	O		
AUXCOM Course	O		
ICS-300 - Incident Command System for Expanding	O		
ICS -400 - Advanced Incident Command System**	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.			
Participation			
Net Participation (Once per Quarter)	R		
Public Service Event Participation (Annually)	R		
Simulated Emergency Test or Exercise Participation	R		
Serve as Net Control	R		
Comment:			
Leadership			
Present a training session	R		
Hold/held a leadership position in a group	R		
Hold a General Class License or higher	O		
Participate in PIO activities (PR 101 Qualifies)	R		
EC-001 Course Instructor/Mentor	O		

FWARC STANDARDIZED TRAINING PLAN TASK BOOK

NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

Comment:			
Proficiency/Skill			
Proficient in using ICS forms	R		
Operate VHF Digital messaging station in Peer to peer	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	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 Fwarc 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: _____

FWARC SECTION/UNIT SPECIFIC TRAINING REQUIREMENTS				
ALL LEVELS				
This page is for listing of additional tasks as may be required by Fwarc units for their specific needs. R = Required, O = Optional, E = Encouraged				
TASK	R-O-E	LEVE	COMPL	EC Sign Off
Education				
Comment:				
Participation				
Comment:				
Leadership				
Comment:				
Proficiency/Skill				
Comment:				

Attach Copy of FEMA/NIMS ICS Course Transcript Here:

Common Responsibilities (for Activations)

It is the responsibility of each Fwarc 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 (Fwarc 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

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 were found

