

SUSSEX COUNTY AUXCOMM TRAINING PLAN



AUXCOMM AUXILIARY COMMUNICATOR INDIVIDUAL TASK BOOK

Task Book Assigned To:

Name: _____ Call: _____

Phone Number: _____ Email: _____

Task Book Initiated By:

Auxiliary Comm Leader _____ Call: _____

Phone Number: _____ Email: _____

Initiated:

Location: _____ Date: _____

AUXCOMM Training Plan Task Book

Task Book

The Task Book is a working document that enables members of the Sussex county AUXCOMM Group to participate in a 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 operator transitions through the skill levels and endorsements. The individual 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. 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 individual must meet/exceed the qualifications for each level they are signing off on.

Skill Levels

Level 1 - Trainee Level, includes skills learned when obtaining an Amateur Radio license

Level 2 - Field Operator Level set of skills obtained through coursework and training

Level 3 - Management Level Operator increased skill set that opens path 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 AUXCOMM Management

Evaluator

- Be knowledgeable and proficient in the tasks being evaluated and approved
- Meet with the operator and evaluate past experiences, current qualifications and desired objectives/goals
- Review tasks with Communicator
- Complete the sign off, comments and qualifying

NAME: _____ CALL: _____ LICENSE CLASS:

DATE: _____

TRAINEE TRAINING LEVEL**Level 1**

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 training could be formal or informal and would introduce the 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 may elect to remain at this level, or any level, based upon the extent of their desired involvement.

R = Required, O = Optional, E = Encouraged

TASK	R-O-E	COMPLETION DATE	ACL / SL Sign Off
Education			
ICS-100.c- Intro to Incident Command System	R		
ICS-700.b Introduction to National Incident Mgt. System	R		
ICS-200 ICS for Single Resource	O		
ICS-800 National Response Framework	O		
Comment: *Sets initial baseline requirements. Will likely be insufficient for deployment at an incident.			
Participation			
Obtain Task Book	R		
Register with Sussex County AUXCOMM	R		
Comment:			
Proficiency/Skill			
Technician class or higher Amateur Radio License	R*		
Comment: * Optional for non-licensed volunteers			

NAME: _____ CALL: _____ LICENSE CLASS: _____
DATE: _____

Attach Copy of FCC License Here:

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 participant for the Level 1.

____The individual is recommended as certified for this level.

Date: _____ ACL / DACL _____

Comments: _____

FIELD OPERATOR 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 AUXCOMM involvement. Much of this training is conducted by the local AUXCOMM group to meet its needs and those of its 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 (Bi-Annually)	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	R		
Simulated Emergency Test or Exercise Participation (SEMI-ANNUAL)	R		
Serve as Net Control	E		
Comment:			
Proficiency/Skill			
Program frequency, offset and tone into HT or mobile	R		
Write and send a Radiogram	R		
Write and send an ICS-213 message	R		
Operate VHF Digital messaging station	R		
Operate RACES Rm Digital VHF or HF station	O		
Build a simple dipole or ¼ wave ground plane antenna**	E		
Build Powerpole adapter cable**	E		
Solder PL259 connector to coax**	E		
Assemble An “Event” “Go Kit”	R		
Comment: * Skills that are very useful to know and everyone is encouraged to learn.			
Other /Unit Specific			
Comment:			

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 AUXCOMM Operator for the level 2.

____ _The individual is recommended as certified for this level.
____ _

Date: _____ ACL / DACL _____

Comments: _____

MANAGEMENT LEVEL OPERATOR TRAINING LEVEL			
Level 3			
Level 3 prepares the participant to take on Team leadership roles in the group.. R = Required, O = Optional, E=Encouraged			
TASK	R-O-E	COMPLETION DATE	EC or DEC Sign Off
Education			
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		
IS-802 – ESF #2 - Communications	O		
IS-775 - EOC Management and Operations	O		
SKYWARN Advanced Training Class (Bi-Annually)	O		
PR-101 – Public Information Officer Training (EC-015)	O		
ARRL EC-016 Public Service & Emergency Communications Mgt*	R		
AUXCOM Course	O		
ICS-300 - Incident Command System for Expanding Incidents**	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 IS-300 and IS-400 should they be available locally.			
Participation			
Net Participation (Once per Quarter)	R		
Public Service Event Participation (Semi-Annually)	R		
Simulated Emergency Test or Exercise (1 per quarter)	R		
Serve as Net Control (Semi-Annually)	R		
Operate RACES Rm and MCU stations (Quarterly)	R		
Comment:			
Leadership			
Present a training session	R		
Hold/held a leadership position in a group	R		
Hold a General Class License or higher	R		
Participate in PIO activities (PR-101 Qualifies)	R		
EC-001 Course Instructor/Mentor	E		

Comment:			
Proficiency/Skill			
Proficient in using ICS forms	R		
Operate VHF Digital messaging station in Peer-to-Peer mode	R		
Operate HF Digital Mode Messaging Station	R		
Develop familiarity w/ 800 MHz radios assigned to AUXCOMM	E		
Program frequency & offset into any AUXCOMM radio*	R		
Demonstrate cross band repeat on Mobile Radio (UHF→VHF)	O		
*Comment RACES Rm and MCU, Except 800 MHz			

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 AUXCOMM Operator for the level 3.

_____ The individual is recommended as certified for this level.

Date: _____ ACL / DACL

Comments: _____

SUSSEX COUNTY AUXCOMM GROUP SPECIFIC TRAINING REQUIREMENTS**ALL LEVELS**

This page is for listing of additional tasks as may be required. **R = Required, O = Optional, E= Encouraged**

TASK	R-O-E	LEVEL 1-2-3	COMPLETION DATE	EC Sign Off
Education				
Comment:				
Participation				
Comment:				
Leadership				
Comment:				
Proficiency/Skill				

Attach Copy of FEMA/NIMS ICS Course Transcript Here:

Common Responsibilities (for Activations)

It is the responsibility of each AUXCOMM Operator 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 Area / Rally Point

- ☐ Complete and turn in input 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 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 Operator of 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