

Pinellas ACS Training Plan and Objectives

Mike Drake

WA1RYQ



Introduction

- Licensed since 1973
- Amateur Extra Class
- Navy MARS
 - 1977 – 1985
 - Adak Alaska, Augsburg West Germany, Pensacola FL
 - Phone patch
- Retired – E-Systems/ECI – Raytheon
 - Systems Engineering – Communications and Data Fusion Systems



Agenda



- Training Objectives
- Training Plans
- Emergency Communications Plans
- ACS Membership Requirements and Training Levels
- Training Environments and Performance Evaluation



Training Objectives

- Support Pinellas ACS Missions
 - Tropical Storms and Hurricanes
 - Non-Tropical Weather Events
 - Public Safety Communication Emergencies
 - Localized Emergencies
 - Deployment Outside of Pinellas County
- What Skills are required to support each mission?
- Where are the skills described?
- How should training be conducted?



Agenda



- Training Objectives
- Training Plans
- Emergency Communications Plans
- ACS Membership Requirements and Training Levels
- Training Environments and Performance Evaluation



Training Plans


- ARES[®] Standardized Training Plan
- Florida ARRL[®] Tri-Section ARES[®] Standardized Training Plan
- CISA Position Task Book for Auxiliary Communicator (AUXC)
- Pinellas County ACS/ARES[®] Winlink Training Plan



Training Plans

ARES® Standardized Training Plan

ARES® STANDARDIZED TRAINING PLAN



**ARES® EMERGENCY COMMUNICATOR
INDIVIDUAL TASK BOOK**

Task Book Assigned To:

Name: _____ Call: _____
ARES® Group: _____
Phone Number: _____ Email: _____

Task Book Initiated By:

ARES® Leader's Name: _____ Call: _____
Title: _____ ARES Group: _____
Phone Number: _____ Email: _____

Initiated:

Location: _____ Date: _____

Ver. 2.1.0

6/17/2021

- Published by ARRL®
- National Standard
- Recommended minimum proficiencies and skills
 - Level 1 – Entry Level
 - **Level 2 – Skill set desired by ARES®**
 - Level 3 – Increased skill set on pathway to leadership
- Topics
 - Education, Participation, Proficiency, and Leadership
- Each item in the plan is assigned a requirement code
 - Required (R), Optional (O), Encouraged (E)


Skills can be added or substituted by Section Manager and
Emergency Coordinator



Training Plans

Florida ARRL® Tri-Section ARES® Standardized Training Plan

Florida ARRL® Tri-Section
ARES® STANDARDIZED TRAINING PLAN
EMERGENCY COMMUNICATOR INDIVIDUAL POSITION TASK BOOK




POSITION TASK BOOK ASSIGNED TO:

Individual Name:	ID (opt):
Call-Sign:	
Phone:	
Email:	

POSITION TASK BOOK INITIATED BY:

County:	Task Book Date Initiated:
Group:	
Official's Name:	
Call-Sign	
Title:	
Phone:	
Email:	

ARES® STANDARDIZED TRAINING PLAN
cannot be right protected, profits made from or included in a right protected document without permission.
© 2020

<https://creativecommons.org/licenses/by-nc-nd/4.0/>
1/15/20

- Published jointly by all three Florida Sections
- Minimum proficiencies and skills for Florida ARES®
- Additional Skills added for Florida ARES®
- Topics
 - Education, Participation, Proficiency, and Leadership
- Each item in the plan is assigned a requirement code
 - Required (R), Strongly Recommended (S), Optional (Blank)



Training Plans

Training Plan Comparison – Level 2



ARES® Standardized Training Plan

ARES STANDARDIZED TRAINING PLAN TASK BOOK

NAME: _____ CALL: _____ LICENSE CLASS: _____
HOME GROUP: _____ DATE: _____

ARES® 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 ARES involvement. Much of this training is conducted by the local ARES 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

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		

6/17/2021

Three Required Proficiency Skills

Florida Standardized Training Plan


Proficiency Task	ARES Level			County Level			Task Code	Completion Date	Evaluator Initials
	I	II	III	1	2	3			
R: Required S: Strongly Recommended Empty: Optional									
Proficiency									
Program frequency, Offset & Tone into your radio	R	R	R						
Demonstrate the correct way to fill an ICS-213		R	R						
Create & send via NTS an ICS-213 or Radiogram		R	R						
Create & send via Winlink an ICS-213 or Radiogram		S	S						
Create & send an ICS-213RR		S	S						
Demonstrate the correct way to fill an ICS-214		R	R						
Demonstrate the correct way to fill an ICS-205			R						
Demonstrate the correct way to fill an ICS-309	S	R	R						
Complete a voice contact on at least two (2) different HF frequencies		S	R						
Discuss and create a list 24 hour go-kit with your supervisor		R	R						
Discuss and create a list 72 hour go-kit with your supervisor		S	R						
Discuss and create a list 7 day go-kit with your supervisor		S	S						
Demonstrate your ability to deploy & use a VHF/UHF antenna	S	R	R						
Demonstrate your ability to deploy & use a HF antenna Minimum bands 80m/40m		R	R						
Demonstrate your ability to operate a radio on emergency power		R	R						
Explain the need proper grounding of all equipment.		R	R						
Describe the ARES Chain of Command	R	R	R						
Build a Powerpole cable or adapter		S	S						
Assemble coax on connector to coax cable		R	R						

Twelve Required Proficiency Skills



Training Plans

CISA Position Task Book Auxiliary Communicator (AUXC)



Position Task Book (PTB) for the Position of:

**AUXILIARY COMMUNICATOR
(AUXC)**

POSITION TASK BOOK ASSIGNED TO:	
TRAINEE'S NAME:	
AGENCY NAME:	
PHONE NUMBER:	
E-MAIL:	
POSITION TASK BOOK INITIATED BY:	
OFFICIAL'S NAME:	
TITLE:	
AGENCY NAME:	
PHONE NUMBER:	
E-MAIL:	
POSITION TASK BOOK WAS INITIATED:	
LOCATION:	
DATE:	

Version 1.2
October 2020

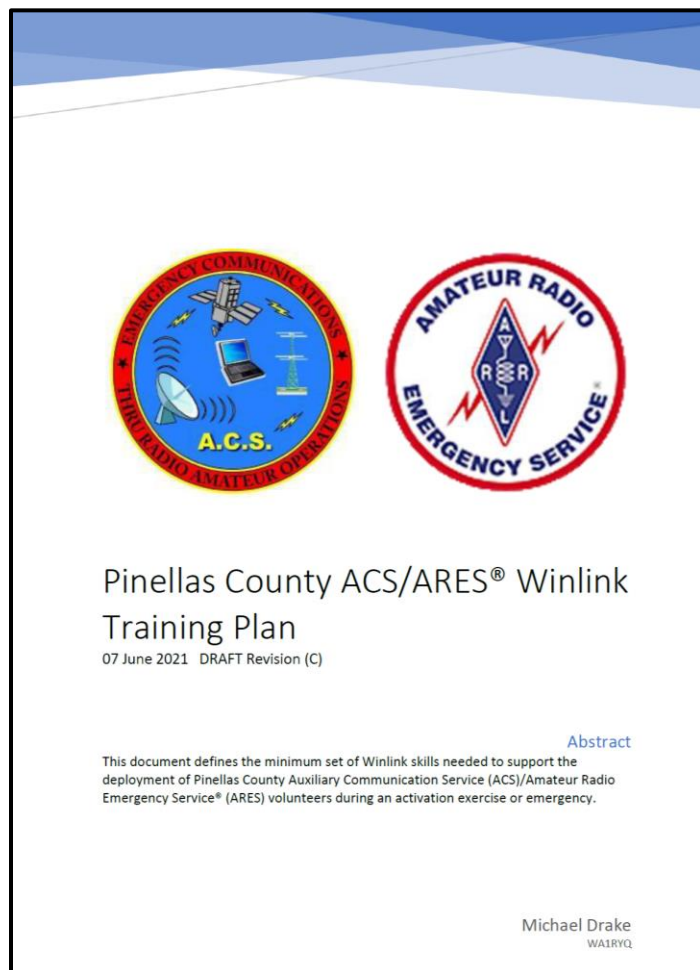
October 2020 1 | Page

- Unofficial ICS position used to provide Auxiliary communications to local, county, regional, tribal, or state agencies/ organizations
- Published by the Cybersecurity and Infrastructure Security Agency (CISA)
- Minimum Criteria for Certification
 - Prerequisites
 - Readiness, Preparedness, Situational Awareness
 - Communicate Effectively
 - Technical Skills
 - Establish an Incident Auxiliary Communications Center
 - Drafting Plans, Systems Management, and Documents
 - Demobilization



Training Plans

Pinellas County ACS/ARES® Winlink Training Plan

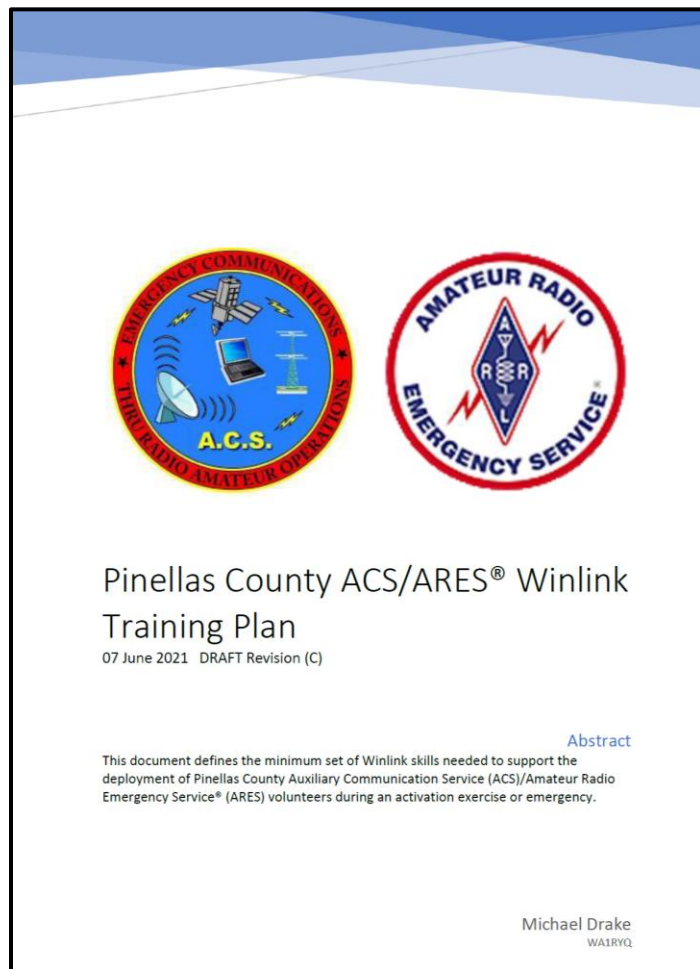


- Draft Plan Created – Ready for initial release
- Minimum skills required for digital deployments
- Divided into seven sections and four appendices
 - Scope
 - Applicable Documents
 - Acronyms, Abbreviations, and Definitions
 - General Description of Winlink Skills
 - Basic Winlink VHF/UHF Communication Skills
 - Basic Winlink HF Communication Skills
 - Deployment Ready VHF/UHF Communication Skills
 - Deployment Ready HF Communication Skills
 - Advanced HF/VHF/UHF Communication Skills



Training Plans

Pinellas County ACS/ARES® Winlink Training Plan



- Divided into seven sections and four appendices
 - Detailed Description of Winlink Skills
 - Winlink Training and Evaluation
 - Bibliography
 - Website References
 - Winlink Template-Based Messages
 - Winlink Training Nets
 - Winlink Training Score Card

Thanks to:

Clayton Parrot – KJ4RUS
Dave Byrum – KA4EBX
Bruce Kreutzer – N4BCK
Will Scott – W7WMS
Larry Ruegger – KO4QS
Jim Wedlake – KD4MZL
Doug Williams – N2DW

Review and Comments Welcome!



Agenda



- Training Objectives
- Training Plans
- Emergency Communications Plans
- ACS Membership Requirements and Training Levels
- Training Environments and Performance Evaluation



Emergency Communication Plans

- ARRL® ARES® Plan
- West Central Florida Section Emergency Communications Plan
- Pinellas SKYWARN Operational Guidelines Policy and Procedures
- Pinellas County ACS-ARES® Emergency Communications Plan and Standard Operation Procedure (June 2021)
- Additional Plans
 - Numerous ARES® Plans from various parts of the county
 - Air Force MARS National Training Manual
 - IARU Emergency Telecommunications Guide
 - Cybersecurity and Infrastructure Security Agency (CISA) National Emergency Communications Plan
 - RRI National Emergency Communications Response Guideline 2020
 - State of Florida 2020 Comprehensive Emergency Management Plan



Emergency Communication Plans

ARRL[®] and WCF ARES[®] Plans



ARRL ARES Plan

The Amateur Radio Emergency Service[®] (ARES[®]) has held to the same precepts virtually since its inception in 1935, encouraging participation by any licensed Amateur Radio operator with a sincere interest in Public Service Communications. With the advent of more uniformly functioning public safety organizations across the nation, more requirements imposed upon agencies and organizations assisting them, and the development of the Incident Command System (ICS) and The National Incident Management System (NIMS), ARRL was challenged to align the standards of ARES with current needs of our served partner agencies.

ARRL consulted with experienced and talented resources from a broad cross-section of radio amateurs in the U.S. to examine the needs of our served agencies and their partners. A mission statement was developed for ARES — one that is versatile, tells why ARES exists, and provides an overview of what ARES does and how it does it. There are countless individuals who have made contributions to the new program. To each, we extend our thanks and appreciation.

These updates to the ARES program are being developed to allow the implementation of a policy of Best Practices and Continuous Improvement. With these concepts in place, we envision a more flexible ARES program that can adapt to meet new and emerging communication needs as identified by partners and program participants.

This program introduces many changes that were asked for by our partner agencies. Notably, all have been included in the Strategic Plan, and from the mission statement itself, new ARES Guidelines were created, which appear in this document. This Plan will continue to evolve. Changes in technology and local needs will require updates and revisions to accommodate our served partner agencies. ARRL Headquarters staff will conduct an annual review of this Plan to assure its continued relevance.

A gap in record-keeping and reporting has been filled by a new software program called *ARES Connect*, which allows each Emergency Coordinator to maintain his or her records and member database in an easily downloadable and secure format.

Formerly inconsistent training requirements are now organized into a consistent and achievable format. This is a first step towards our long-term goal of being recognized by our served partner agencies as the "gold standard" of volunteer communications support based upon ARES unique Expertise, Capability and Capacity as those attributes are described below.

ARES[®] Mission Statement

The Amateur Radio Emergency Service, a program of the ARRL, offers to its partners at all levels, trained Amateur Radio Service licensees who are skilled in the use of a wide range of emergency and disaster communications techniques and who are committed to supporting our partners' missions in service to the public.

WEST CENTRAL FLORIDA SECTION

EMERGENCY COMMUNICATIONS PLAN

March 2011



WEST CENTRAL FLORIDA SECTION

Suggested ICS References in the Communications Plan

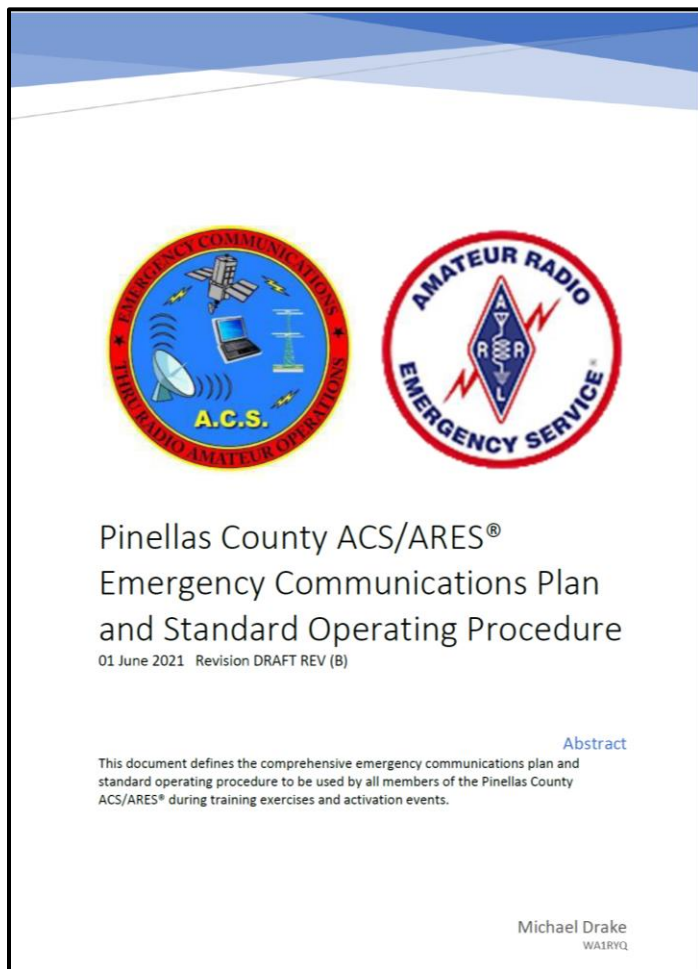


© 2010



Emergency Communication Plans

Pinellas ACS/ARES® Emergency Communications Plan and SOP

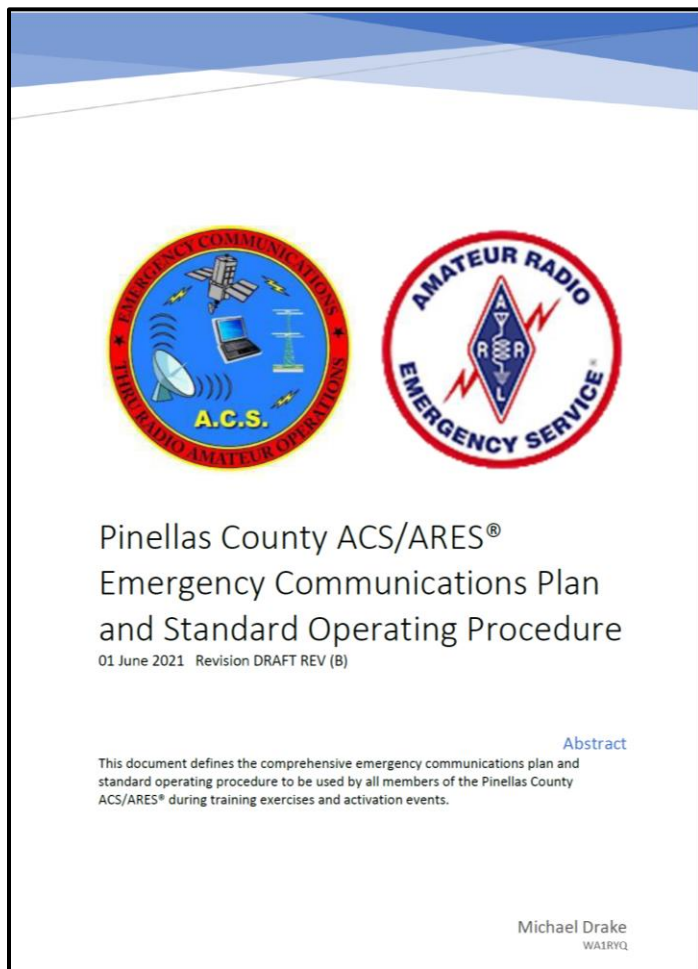


- ACS Plan last updated in 2013
- Draft Plan Created and ready for review
- Divided into eight Sections and five appendices
 - Scope
 - Applicable Documents
 - Acronyms, Abbreviations, and Definitions
 - Organizational Structure
 - Activation and Deactivation
 - Activation Levels
 - Four Activation Levels Defined
 - Actions to be performed during each level
 - Exercise Activation
 - Deactivation



Emergency Communication Plans

Pinellas ACS/ARES® Emergency Communications Plan and SOP

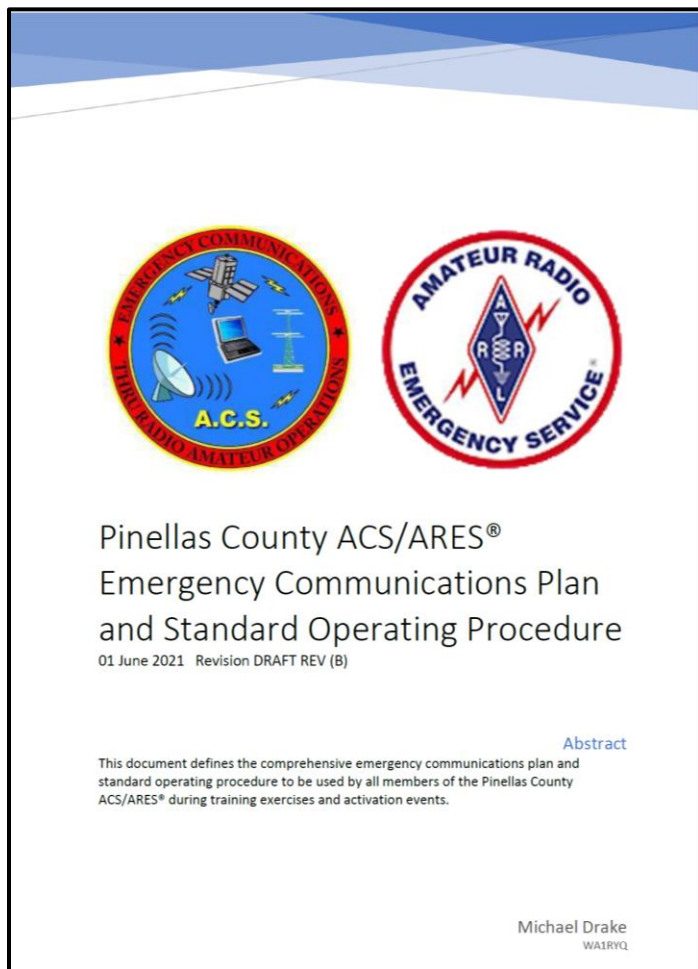


- Divided into eight Sections and five appendices (Cont.)
 - Operations
 - Message Traffic
 - Content and Security
 - Precedence
 - Tactical Call Signs and Winlink Tactical Addresses
 - Tactical and Formal Radio Message
 - Radiograms and ICS 213
 - Exercise Messages
 - Record Keeping
 - Site Activity Log (ICS 214)
 - Site Communications Log (ICS 309)



Emergency Communication Plans

Pinellas ACS/ARES® Emergency Communications Plan and SOP

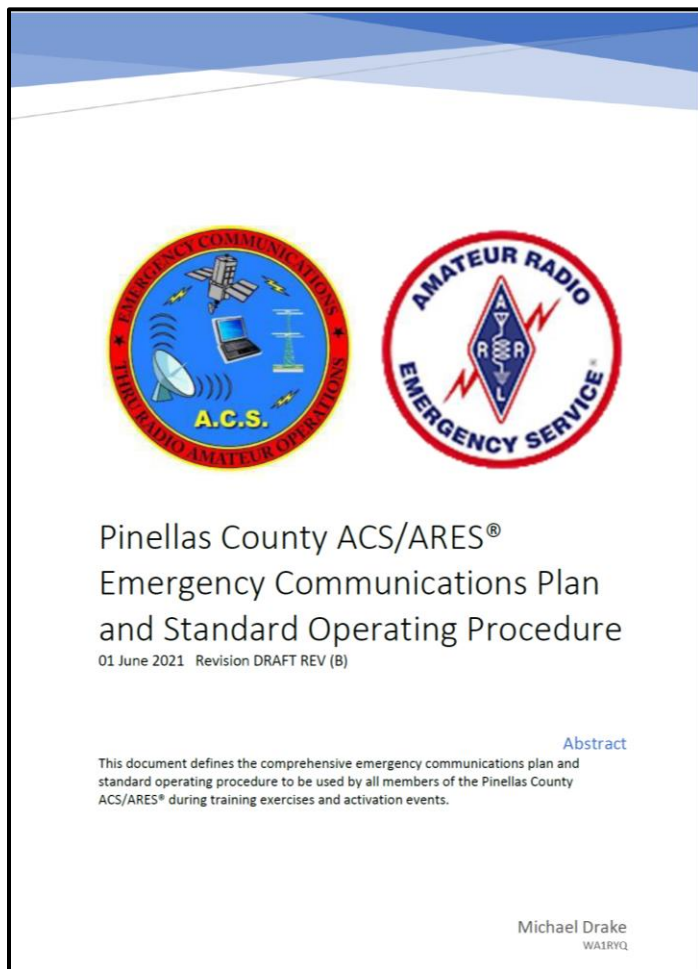


- Divided into eight Sections and five appendices
 - Operations
 - Nets and Frequencies
 - All Potential nets, frequencies, and modes defined
 - Interactions between nets
 - Contingency Operations
 - Single and multiple Repeater Failures
 - Winlink RMS Failures
 - Simplex operation
 - Event Specific Operation
 - Deployment scenarios and assumptions described for eight activation events



Emergency Communication Plans

Pinellas ACS/ARES® Emergency Communications Plan and SOP



- Divided into eight Sections and five appendices
 - Training Requirements
 - Bibliography
 - Website References
 - Radiogram and ICS Standard Forms
 - Pinellas ACS Tactical Call Signs and Winlink Tactical Addresses
 - Network Operating Procedures
 - Net Control Scripts
 - NCS Net Check-in, Alternate NCS, NCS Shift Change, and Net Participant Procedures
 - Pinellas ACS ICS 217 –Communications Resource Availability Worksheets

Review and Comments Welcome!



Agenda



- Training Objectives
- Training Plans
- Emergency Communications Plans
- ACS Membership Requirements and Training Levels
- Training Environments and Performance Evaluation



ACS Membership Requirements and Training Levels



- ACS Membership Requirements
- Basic ACS Communicator
- Local ACS Communicator
- Remote ACS Communicator
- Advanced ACS Communicator



ACS Training Levels

ACS Membership Requirements



- 18 years of age or older
- Hold a Technician, General, Advanced, or Amateur Extra class FCC license
- Register for the Pinellas County ACS/ARES® using the [aresdb](#) database.
- Register with Pinellas County volunteer services
- Complete the Pinellas VIP online orientation course



ACS Training Levels

Basic ACS Communicator



- Qualifications
 - Support deployments within Pinellas County only when deployed with a team of ACS communicators who are qualified for independent local or remote operations.
- Training Requirements
 - Compliant with ACS membership requirements
 - Complete the training tasks for ARES® Level I
 - Florida ARRL® Tri-Section ARES® Standardized Training Plan.

Program Frequency, offset & tone into your radio
Describe the ARES® chain of command



ACS Training Levels

Local ACS Communicator



- Qualifications
 - Independently support VHF/UHF deployments within Pinellas County.
 - Operate as part of a larger deployment team or as the ACS site lead responsible for the supervision of one or more basic ACS communicators.
- Analog Training Requirements
 - Complete each of the training requirements for a basic ACS communicator.
 - Complete the training tasks for ARES® Level II
 - Florida ARRL® Tri-Section ARES® Standardized Training Plan
- Digital Training Requirements
 - Independent VHF/UHF Winlink operator – Demonstrate compliance with the Deployment ready VHF/UHF Communication skill
 - Pinellas County ACS/ARES® Winlink Training Plan.



ACS Training Levels

Remote ACS Communicator



- Qualifications
 - Independently support VHF, UHF, and HF deployments within and outside of Pinellas County.
 - Operate independently, as part of a larger deployment team, or as the ACS site lead responsible for the supervision of one or more ACS communicators.
- Analog Training Requirements
 - Complete each of the training requirements for a local ACS communicator.
 - Complete the tasks documented in the Position Task Book for the Position of Auxiliary Communicator (AUXC)
- Digital Training Requirements
 - Independent HF Winlink operator – Demonstrate compliance with the Deployment ready HF Communication skill
 - Pinellas County ACS/ARES® Winlink Training Plan.



ACS Training Levels

Advanced ACS Communicator



- Qualifications
 - Transport, emplace, and operate both the PodRunner® and SatRunner® compact deployable equipment suites. Deployments may be within or outside of Pinellas County.
- Training Requirements
 - Complete each of the training requirements for a remote ACS communicator.
 - Complete each of the training requirements documented in the Pinellas County ACS PodRunner® / SatRunner® Training Plan.



Agenda



- Training Objectives
- Training Plans
- Emergency Communications Plans
- ACS Membership Requirements and Training Levels
- Training Environments and Performance Evaluation



Training Environments and Performance Evaluation



- Training Environments
 - Self-paced Online Training
 - Pinellas ACS Training Net
 - Pinellas ACS Winlink Training Net
 - Classroom and Online Meetings
- Performance Evaluation
 - Drills
 - Functional Exercise
 - Full-Scale Exercise



Training Environments

Self-Paced On-line Training



- Purpose and Implementation
 - FEMA Individual Study (IS) courses
 - IS-100, IS-200, IS-700, and IS-800
 - ARRL®
 - EC-001 Introduction to Emergency Communications
 - Discussion Groups
 - On-line Discussion Groups (e.g., Group.io: American Red Cross, RATPAC, SEC-ARES)
 - Web addresses documented in Pinellas ACS/ARES® communications plan
- Schedule
 - Flexible – User defined schedule
- Location
 - Home QTH or any location that has access to a computer



Training Environments

Pinellas ACS Training Net



- Purpose and Implementation
 - Directed Net
 - Familiarize participants with net procedures, message formats, phonetics, use of prowords, and other basic skills.
 - Short presentation on topics of interest
 - Grounding, Safety, ICS Documentation, Emergency power, Digital Communications, etc.
 - Guest Speakers encouraged
- Schedule
 - Once per Week at 1930 hours on Tuesday Evenings
- Location
 - Users participate from Home QTH



Training Environments

Winlink Training Net



- Purpose and Implementation
 - Familiarize users with Winlink skills and practice digital network operations
 - Narrowly focused on a small set of Winlink skills
 - One hour or less to complete
 - Both directed radio nets and unmanaged radio nets will be used
 - Winlink bulletin sent to all registered Pinellas ACS Winlink Training Net participants on the Monday prior to a scheduled Winlink net
- Schedule
 - Twice per month except during those months in which a Functional Test, Simulated Emergency Test, or Full-Scale Exercise is scheduled
- Location
 - Users participate from Home QTH



Training Environments

Classroom and On-line Meetings



- Classroom
 - Monthly ACS Meeting
 - Short PowerPoint presentation on topics of interest
 - Grounding, Safety, ICS Documentation, Emergency power, Digital Communications, etc.
 - Guest Speakers encouraged
 - Tabletop Exercise
 - Members discuss simulated scenarios in an informal setting
- On-line Meetings
 - RATPAC Meetings
 - Various EMCOMM and general radio topics
 - Scheduled every Wednesday and Thursday Evening at 9PM local
 - Pinellas ACS Meetings
 - Assist members with specific issues
 - Zoom, MS Teams, Google Meet, etc.
 - Scheduled on an as-needed basis



Performance Evaluation Drills



- Purpose and Implementation
 - Used to exercise specific operational skills, practice digital and voice network operations, and assess user performance
 - Narrowly focused on a small set of skills and will be designed to require one hour or less to complete
 - Examples: Contingency Net operations (i.e., Primary Repeater failure)
 - Primary tool used to certify user performance
 - Pinellas ACS Training Net will be used to brief members on Drill schedule and plans
- Schedule
 - Once per month except during those months in which a Functional Test, Simulated Emergency Test, or Full-Scale Exercise is scheduled
- Location
 - Users participate from Home QTH



Performance Evaluation Functional Exercise



- Purpose and Implementation
 - Evaluate equipment capabilities and ACS readiness to respond to an activation event
 - Perform a variety of skills that are associated with VHF/UHF and HF deployments
 - Designed to require no more than 8 hours to complete
 - Detailed plan developed and briefed to members before exercise
 - After Action report generated and briefed to members
- Schedule
 - Once per year
 - Scheduled approximately 6 months before any scheduled Simulated Emergency Test or Formal Exercise
- Location
 - Staffing and location information will be included within plan for functional exercise



Performance Evaluation

Full-Scale Exercise



- Purpose and Implementation
 - Evaluate equipment capabilities and ACS readiness to respond to an activation event
 - Perform a variety of skills that are associated with VHF/UHF and HF deployments
 - Homeland Security Exercise Evaluation Program (HSEEP) compliant exercise (Objective)
 - incorporate, to the maximum extent possible, local government agencies and NGOs
 - Designed to require no more than 8 hours to complete
 - Detailed plan developed and briefed to members before exercise
 - After Action report generated and briefed to members
- Schedule
 - Once per year
 - Scheduled approximately 6 months after any scheduled Functional Exercise
- Location
 - Staffing and location information will be included within plan for functional exercise



Training and Performance Evaluation Training Matrix



	TRAINING TASK BOOKS										
Skill	ARRL ARES LEVEL	WCS ARES Level	AUXC	ACS QUAL LEVEL	PRIMARY TRAINING CODE	EVALUATION TASK CODE					
Pinellas ACS Membership											
1				BASIC			18 years of age or older				
2	1R			BASIC			Technician, General, or Amateur Extra class FCC license				
3				BASIC	O	O	Register for the Pinellas County ACS/ARES® using the <u>aresdb</u> database				
4				BASIC	O	O	Register with Pinellas County volunteer services				
5				BASIC	O	O	Complete the Pinellas VIP online orientation course				
Basic Education											
6	10, 2R	IIR, IIIR	1a	LOCAL	O	O	IS-100.c				
7	2R	IIR, IIIR	1a	LOCAL	O	O	IS-200.c				
8	10, 2R	IIR, IIIR	1a	LOCAL	O	O	IS-700.b				
9	2R	IIR, IIIR	1a	LOCAL	O	O	IS-800.c				
10	10, 2R	IIR, IIIR		LOCAL	O	O	ARRL EC-001				
11	10, 20,30	IS, IIS, IIIS			O,C	O,C	Skywarn Spotter Basic Training				
12	30	IIS,IIIS			C	C	AUXCOM Course				
Interpet and Maintain Incident Documentaton											
	3R	IIR, IIIR	5c1	LOCAL	C,Z,L,E	L,E	Create and Maintain an ICS-214				
	3R	IS, IIR, IIIR		LOCAL	C,Z,L,E	L,E	Create and Maintain an ICS-309				
	3R	IIIR	2b6	LOCAL	C,Z,L,E	C,L,E	Review and demonstrate Understanding of ICS-205				
	3R		4b1	LOCAL	C,Z,L,E	C,L,E	Review and demonstrate understanding of ICS Saftey Documentation				

Requirement Legend

E – Encouraged
R – Required
O – Optional
S – Suggested

Training Legend

C – Classroom
D – Drill
E – Emergency Activation
L – Event or Exercise
O – Self-Passed Online
T – Tabletop Exercise
Z – Online (e.g., Zoom)



Pinellas ACS Training Calendar

Proposed

2021	July					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
28	29	30	01	02	03	04
05	06 <u>Training Net</u> Topic: A	07	08	09	10	11
12 Winlink Bulletin	13 <u>Training Net</u> Topic: B	14 Winlink Training <u>Net</u> Topic: Telnet Msg Exchange	15 ACS/ARES <u>Meeting</u> Topic: ICS 213	16	17	18
19	20 <u>Training Net</u> Topic: July Drill	21	22 <u>ACS Drill</u> Primary ACS Rptr Failure	23	24	25
26 Winlink Bulletin	27 <u>Training Net</u> Topic: July Drill Outbrief	28 Winlink Training <u>Net</u> Topic: Winlink Check-in Msg	29	30	31	01
02	03	Notes:				



Conclusion

- Review New ACS Documents
 - Pinellas ACS/ARES® Emergency Communications Plan and SOP
 - Pinellas ACS/ARES® Winlink Training Plan
 - Suggestions and Recommendations Welcome
- Training Topics
 - Provide Recommendations for Training Topics and Presentations
 - Guest speakers and presenters encouraged