# CLACKAMAS AMATEUR RADIO EMERGENCY SERVICE TRAINING AND ASSESSMENT PLAN

# EMERGENCY COMMUNICATOR

# INDIVIDUAL TASK BOOK

**Task Book Assigned To:**

Name _____ Call: _____

CARES Group: _____

Phone Number: _____ Email: _____

**Task Book Initiated By:**

CARES Leader's Name (AEC/EC): _____ Call: _____

Title: _____ CARES Subunit: _____

Phone Number: _____ Email: _____

*Version: 3.0.5 2026-01 Clackamas ARES* 20260820

**Overview of the Training and Assessment Plan:**

This task book represents the basic levels of training in the Clackamas Amateur Radio Emergency Service (CARES). Our communicator task book is divided into three levels: Basic, Intermediate, and Advanced.

The **Basic Communicator** level is the introduction to CARES and emergency communication. This is where you will get your "feet wet" and be introduced to the organization and how we work. The requirements here are minimal – think of this as a probationary period: is this part of amateur radio for you? We hope it is! A lot of us find emergency communications and public service rewarding.

The **Intermediate Communicator** level is where you have a good foundation of skills and will continue to hone and practice. As an intermediate communicator, you will have achieved the standards that Clackamas County Disaster Management (CCDM) has asked us to provide as emergency communicators.

The **Advanced Communicator** level is for those who hold leadership positions or want to go further in emergency communications. There are some challenges in the advanced level, and we encourage you to check them out.

**Resources:**

Many of the courses we have you take come from one of four sources.

1) CARES-sponsored training. We will hold training sessions on these topics, generally at least annually. Refreshers are always good, too!

2) ARRL-sponsored training. There are some courses offered by the American Radio Relay League that are helpful to emergency communicators. Some of these courses you need to be a member of ARRL for, but some you do not. https://www.arrl.org/emergency-communications-training

3) Oregon ACES (Auxiliary Communications Emergency Solutions). This classroom/hands on training takes place over two full days of training. CARES is happy to adopt ACES as a key component of our training program. We, along with Clackamas County Disaster Management will sponsor one session a year, but other sessions are available. Check out https://www.oregonaces.org/ for more information.

4) The FEMA Emergency Management Institute offers online independent study courses (all of the IS ### courses you find below) and organize the in-person ICS courses. To take these course, go to https://training.fema.gov/is/ . You will need to register for a FEMA Student ID (SID) – follow the link on the left-hand side of the page.

**Other resources you will find useful:**

CARES Website: www.clackamasares.org
Clackamas County Disaster Management: https://www.clackamas.us/dm
American Radio Relay League: https://arrl.org
Oregon Section of the ARRL: https://oregonarrl.org/
Oregon Region Relay Council (radio band plans and repeater coordination): https://www.orrc.org/
Benton County ARES (keeps radio frequencies for all of Oregon ARES): http://bcares.org/state.html

## CARES Training Level: Basic

This is the primary level for those who are new to Amateur Radio or emergency communications in Clackamas County. The main purpose of the Basic level is to get you acquainted, and we hope that you move towards the Intermediate level as soon as practical.

**R = Required, O = Optional, E = Encouraged**

| Task | R-O-E | Completion Date | EC Sign Off |
|---|---|---|---|
| **Education** | | | |
| IS 100 – Intro to the Incident Command System | R | | |
| IS 700 – Intro to the National Incident Mgt. System | R | | |
| Introduction to CARES (CARES Training) | R | | |
| Winlink I (CARES Training) | R | | |
| | | | |
| **Participation** | | | |
| Obtain task book | R | | |
| CARES / Subunit meeting attendance once per quarter (ongoing) | R | | |
| CARES / Subunit Net participation once per quarter (ongoing) | R | | |
| | | | |
| **Proficiency / Skill** | | | |
| Technician Class or higher Amateur Radio License | R | | |
| Demonstrate Proficiency of ITU Phonetics | R | | |
| Program a radio with current CARES ICS 217A | R | | |
| Have and maintain a CARES USB “thumb” drive | R | | |
| Prepare and maintain RFI Reports for station | R | | |

**CARES Basic Level Completion Record**

The above-listed tasks having been completed, dated, and initialed indicate successful completion of all the tasks required of the CARES Basic Communicator.

Date: _____ EC: _____

## CARES Training Level: Intermediate

To achieve and maintain an Intermediate level is to be an emergency communicator considered to be trained and capable in the field.

**R = Required, O = Optional, E = Encouraged**

| Task | R-O-E | Completion Date | EC Sign Off |
|---|---|---|---|
| **Education** | | | |
| IS 200 – ICS for Single Resource | R | | |
| IS 2200 – Basic Emergency Center Functions | R | | |
| ACES Basic Training | R | | |
| SKYWARN Spotter Training | E | | |
| Winlink II (CARES Training) | R | | |
| DC Power (CARES Training) | R | | |
| Radio Operator (RADO) Certification | O | | |
| | | | |
| **Participation** | | | |
| Net Participation (once per month, ongoing) | R | | |
| Public Service Event participation **OR** Simulated Emergency Test of Exercise (Annually) | R | | |
| Serve as the Net Control Operator (Quarterly) | R | | |
| Meeting participation 50% (ongoing) | R | | |
| | | | |
| **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 (Winlink) | R | | |
| Operate unit-specific Digital messaging station | O | | |
| Build a simple dipole antenna | E | | |
| Build Powerpole adapter cable | E | | |
| Properly attach PL259 connector to coax | E | | |
| Assemble a 24-hour Deployment Kit | R | | |
| Demonstrate use of DVM, SWR meter, Antenna analyzer and/or NanoVNA (CARES training) | R | | |
| Maintain and submit ICS 214 and ICS 309 forms | R | | |
| Acquire and maintain CARES PPE (hardhat / vest) | R | | |
| ICS Form knowledge (205, 213, 213RR, 214A, 217, 309) | R | | |

**CARES Intermediate Level Completion Record**

The above-listed tasks having been completed, dated, and initialed indicate successful completion of all the tasks required of the CARES Intermediate Communicator.

Date: _____ EC: _____

## CARES Training Level: Advanced

Advanced is for those who are in or are seeking leadership positions within the organization. This level requires that you not only attempt to master and maintain your skills as an operator and as an emergency communicator, but that you engage and help to mentor others.

**R = Required, O = Optional, E = Encouraged**

| Task | R-O-E | Completion Date | EC Sign Off |
|---|---|---|---|
| **Education** | | | |
| Complete the Professional Development Series IS Courses: IS 120, 230, 235, 240, 241, 242, & 288 | E | | |
| IS 800 – National Response Framework | R | | |
| IS 802 – Emergency Support Function (ESF) #2 – Communications | R | | |
| PR 101 – Public Information Officer Training (ARRL) | E | | |
| AUXCOM Course | E | | |
| ICS 300 – ICS for Expanding Incidents | O | | |
| ICS 400 – Advanced ICS | O | | |
| AUXC (Auxiliary Communicator) | O | | |
| COMT (Communications Unit Technician) | O | | |
| COML (Communications Unit Leader) | O | | |
| **Participation** | | | |
| Net Participation rate 75% | R | | |
| Meeting Participation rate 75% | R | | |
| Public Service Event (annually) | R | | |
| Simulated Emergency Test or Exercise (annually) | R | | |
| **Leadership** | | | |
| Present a training session | R | | |
| Hold a General Class license or better | R | | |
| Prepare an ICS 205A – Communications Plan | R | | |
| **Proficiency / Skill** | | | |
| Proficient in using ICS forms | R | | |
| Operate VHF Digital messaging station during an exercise/event | R | | |
| Demonstrate cross-band repeat on mobile radio | R | | |
| Assemble and maintain a 96-hour kit | R | | |
| Show proficiency in at least two of the following: | | | |
| (circle those that apply)<br>AREDN/mesh networking, Direction Finding, HF Communications, HF Winlink, Build/maintain RMS, Field Deployment, other skill(s) approved by EC | R | | |

**CARES Advanced Level Completion Record**

The above-listed tasks having been completed, dated, and initialed indicate successful completion of all the tasks required of the CARES Advanced Communicator.

Date: _____ EC: _____

# Additional/Continuing Training

| Title / Name / Description | Date | EC Sign Off |
|---|---|---|
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