



Building an Organizational Training Plan

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Building an Organizational Training Plan Agenda



- Why do you need an Organizational Training Plan?
- How to identify missing skills
- Conclusion



Building an Organizational Training Plan

Introduction



- Objective of an organizational training plan is to align training to organization's mission requirements
 - ***Train the same way you Activate***
 - Training should mirror real world environments, missions, skill sets



Building an Organizational Training Plan

Existing Training Plans



- ARES[®]
 - ARES[®] Standardized Training Plan
- U.S. Department of Homeland Security
 - CISA Auxiliary Communicator (AUXC)




Building an Organizational Training Plan

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:

- Published by ARRL®
- National Standard
- Recommended minimum proficiencies and skills
 - Level 1 – Entry Level
 - IS-100 and IS-700
 - ARRL Basic EmComm Course
 - *Join ARES®, Obtain Task Book, and have an Amateur Radio license*
 - **Level 2 – Skill set desired by ARES®**
 - *IS-100, 200, 700, and 800*
 - *ARRL Intermediate EmComm Course*
 - *Participate in a net once per quarter*
 - *Program Tone, frequency, and offset into an HT*
 - *Write and send an ICS-213 general message*
 - Level 3 – Increased skill set on pathway to leadership


ECs, at their discretion, can add or substitute skills that they consider important.



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CISA Auxiliary Communicator (AUXC) Position Task Book





Position Task Book (PTB) for the Position of:

AUXILIARY COMMUNICATOR (AUXC)

Check the appropriate position type: Category (Cat) 1 – Deployable Category (Cat) 2 – Non-Deployable

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:	

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- Official ICS position provides auxiliary communications to local, county, regional, tribal, or state agencies / organizations
- Formal Training Course
- Minimum Criteria for Certification
 - Prerequisites
 - Readiness, Preparedness, Situational Awareness
 - Communicate Effectively
 - Technical Skills
 - Establish an Incident Auxiliary Communications Center
 - Drafting Plans, Systems Management, and Documentation
 - Demobilization
- Agency certification – State of Florida SWIC

Skills needed for deployment under ICS



Building an Organizational Training Plan

Existing Training Plan Limitations



- ARES® and AUXC training plans define the *general* skills needed during deployments
 - National standards not intended to address unique local mission requirements
 - Serve as a good foundation for local organizations to build upon

If training is limited to Existing Plans, many *missions* and *skills* will not be taught or tested.



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Building an Organizational Training Plan

How to identify missing skills



- Where does your organization deploy communication teams?
 - What is unique about each deployment site?
- What communications missions are performed at each site?
 - Who do you need to communicate with?
 - What type of information do you need to exchange?
 - What methods of communication do you need to support?
- What communications equipment is required for each mission?
- What skills are required to perform each communications mission?
- How are your communication teams notified of an activation?



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How to identify missing skills



Where do you deploy a Communications Team?

- What is unique about each type of deployment site?
 - Elements of site infrastructure that would impact communications team
 - Commercial power and/or emergency back-up power available
 - Existing communications infrastructure (sheltered location, antennas, radios, etc.)
 - Dormitory facilities (Restrooms, food, water, sleeping, etc.)



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How to identify missing skills



Where do you deploy a Communications Team?

- Pinellas County Deployment locations fall into four general categories
 - Evacuation Shelters
 - Critical Infrastructure Sites (e.g., Hospitals, Fire Stations, Municipal EOCs, etc.)
 - Deployable Comm Centers
 - Incident Command Centers (ICCs), Point of Distribution Sites (PODs)
 - PinCo Emergency Operations Center (EOC) Radio Room



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How to identify missing skills



What missions are performed at each deployment site?

- Identify who you need to communicate with
 - Local EOC, Municipal EOC, Regional EOC, State of Florida EOC
 - Local Community Emergency Response Teams (CERT)
 - Emergency Evacuation Shelters
 - Critical Infrastructure Sites
 - National Weather Service
 - Public Utilities
 - Florida Mutual Aid Radio Communications (MARC) Units
 - Federal Emergency Management Agency (FEMA)
 - US Coast Guard



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How to identify missing skills



What missions are performed at each deployment site?

- What Type of Information do you need to exchange?

Type	Length	Precedence	Confidentiality
Tactical Messages	Short	Routine / Priority	No
ARRL Radiograms	Short	Routine	No
ICS213 Messages	Variable Lengths	Priority	No
Tactical Messages	Variable Lengths	Priority	Yes
ICS213 Messages	Variable Lengths	Priority	Yes



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How to identify missing skills



What missions are performed at each deployment site?

- What Methods of Communication do you need to support

Amateur Radio VHF/UHF Voice	SHARES Data
<ul style="list-style-type: none"> • Analog, DMR, NXDN, Fusion, etc. 	<ul style="list-style-type: none"> • Winlink (Vara, Pactor), MT63, JS8Call, ALE
Amateur Radio VHF/UHF – Data	Satellite – Data
<ul style="list-style-type: none"> • Winlink (Vara, Packet) – RMS and/or P2P 	<ul style="list-style-type: none"> • Cellular, VoIP, Internet
Amateur Radio HF Voice	P25 Trunked Radio System Voice
Amateur Radio HF – Data	VHF Marine Radio Voice
<ul style="list-style-type: none"> • Winlink (Vara, Pactor), MT63, etc. 	General Mobile Radio Service (GMRS) Voice
SHARES Voice	Family Radio Service (FRS) Voice



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How to identify missing skills



What communications equipment is required for each mission?

- List the communications Equipment needed and its **source**

VHF/UHF Amateur Radio System	P25 Trunked Radio System
HF Amateur Radio System	VHF Marine Radio
SHARES Radio System	Portable Starlink Terminal
GMRS Radio System	Viasat® Satellite System
Computer Systems	<ul style="list-style-type: none"> Portable Cellular Tower
<ul style="list-style-type: none"> TNCs, Cables, Routers, Switches, etc. 	UHF/VHF Public Safety Radios
<ul style="list-style-type: none"> VoIP Phones 	

How much of this is Ham Radio?



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How to identify missing skills – Evacuation Shelter



- **Mission:** Communicate with *local EOC* using *VHF/UHF amateur radio* repeaters and VHF/UHF simplex nets
 - Exchange tactical and formal (e.g., ICS213) **voice** message traffic with local EOC
 - Exchange tactical and formal **digital** message traffic with Local EOC.



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How to identify missing skills – Activation Skills



How are your communication teams notified of an activation?

- When notified by *Alert Pinellas* that an activation event is scheduled, acknowledge receipt of the alert and specify if you can support the activation event.
- Arrive properly equipped and attired at the PinCo EOC at the designated reporting time and then complete the incident check-in process.
- Obtain incident specific information regarding the deployment from the Leadership Team (deployment location, duration, time of arrival, incident action plan, etc.).
- Demonstrate an understanding of the info contained within an Incident Action Plan



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How to identify missing skills – Evacuation Shelter



What skills are required for each mission?

- Obtain, assemble, and prepare the material for a personal Go-Kit that will support a 72-hour activation at an **emergency evacuation shelter**.
- Perform pre-deployment Preventive Maintenance tasks on a PinCo ACS deployable VHF amateur radio kit
- Demonstrate the ability to operate the Yaesu FTM-6000R amateur VHF/UHF transceiver
- Set-up and operate a VHF/UHF amateur radio station at an evacuation shelter.
- Configure and operate a VHF/UHF amateur radio station using a battery for emergency power
- Create, send, and receive a radiogram using **Routine** and **Priority** precedence.
- Send and receive informal message traffic using **tactical call signs**.
- Using **VHF Winlink**, send tactical and formal message traffic to and receive tactical and formal message traffic from the **PinCo EOC**.



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How to identify missing skills – Evacuation Shelter



What skills are required for each mission?

- Create and Maintain Incident Documentation
 - Incident Command System (ICS) 214 Activity Log
 - ICS 309 Communications Log
- Demonstrate the procedures used by a net participant during a primary repeater failure
- Attend all staff meetings, keep the local site supervisor apprised of significant events, and perform additional tasks as required to support the local site supervisor.

How can the defined skill set be used when planning an Exercise or SET?



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Conclusion

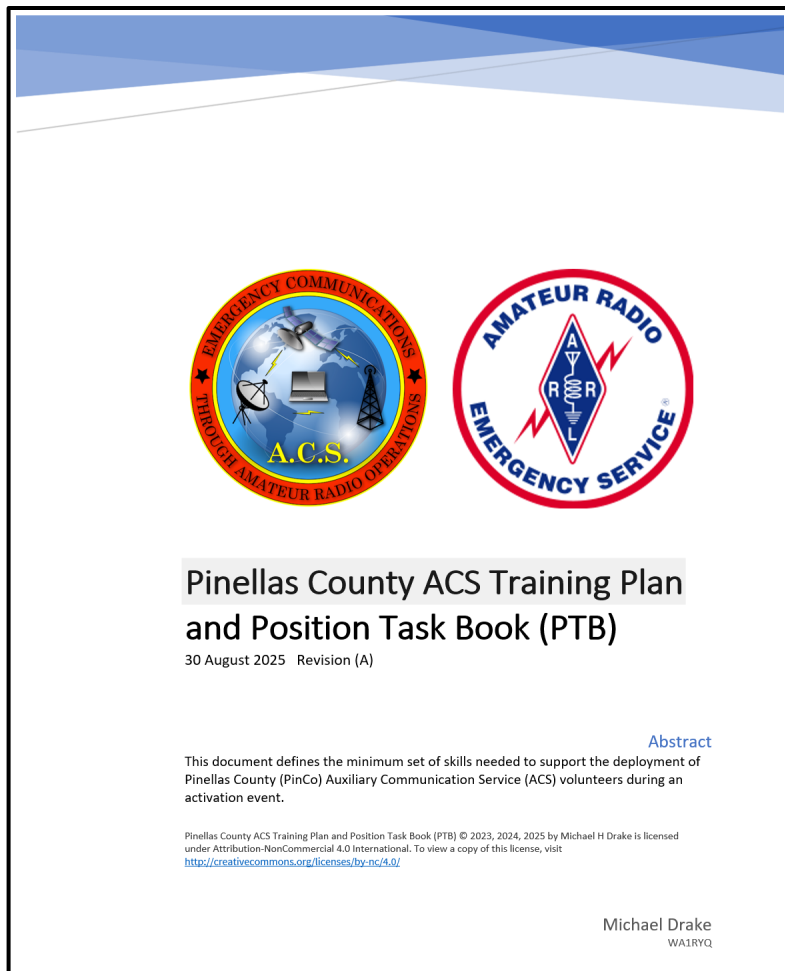


- Objective of an organizational training plan is to align training to organization's mission requirements
- Purpose of training is to ensure that each individual assigned to a deployment location can execute the site's mission
- Many mission requirements are unique to specific deployment locations
 - Tailor individual training requirements to specific deployment locations
 - Evacuation Shelters, Critical Infrastructure Sites, Deployable Comm Centers, EOCs
 - Everyone does not need to train for every location and mission

Train the same way you Activate



Building an Organizational Training Plan Conclusion



- Seven Sections and three appendices
 - Scope
 - Applicable Documents
 - PinCo ACS Activation and Deployment Sites
 - General Description of PinCo ACS Qualification Levels
 - Detailed Description of PinCo ACS Qualification Levels
 - Training and Performance Evaluation
 - Appendices
 - Acronyms, Abbreviations, and Definitions
 - Website Reference
 - PinCo ACS Position Task Book



Back-up

