

NH-ARES Sample Annual Training & Exercise Plan Outline

January: Emergency Communications Plan review

Goal: Get everyone familiar with the contents and format of both Section and local plans and procedures. Members should be able to know where to find information quickly, and should be very familiar with key sections.

February: Net procedures

Goal: Members should know how to start and behave in a net, and the proper use of tactical call signs.

Exercise: Simulated local emergency net with both formal and tactical traffic. (3-4 hours)

March: NCS skills

Goal: Each member should be able to act as NCS. Go over basic procedures and skills.

Exercise: The Diabolical AK1K NCS Drill – on air (1-2 hours, max.)

April: SITREPS

Goal: Members should know the format and protocol for originating and transmitting SITREPS. Include both Emergency Management and Skywarn models.

Exercise: Short on-air SITREP drill

May: EOC orientation

Goal: Introduce members to operations in a local EOC. Have the local EMD explain how the EOC functions during an emergency and how communications are usually handled.

June: Go kits

Goal: Members should have a go-kit ready for deployment if they intend to be available for field assignments. Discuss what needs to be in a kit, and what doesn't need to be there. Have a few members bring in their kits for a show and tell discussion.

July: Traffic handling

Goal: Understand the rules for message origination, routing, and delivery.

August: Radiograms

Goal: Learn to fill out and send an ARRL Radiogram form.

Exercise: On-air traffic net drill utilizing Radiograms

September: ICS-213 & agency forms

Goal: Learn how to fill out and send the ARRL/ICS213 general message form

October: Response plan review

Goal: Members should understand how activations take place, with an emphasis on paying close attention to email and monitoring net frequencies when pre-emergency conditions exist.

November: SET prep

Goal: Review all procedures learned this year along with the SET plan to be sure everyone is ready. Make assignments as needed.

Exercise: ARRL S.E.T. Full-Scale Exercise

December: Digital operations (PSK, Pactor, Packet, or SSTV)

Goal: Familiarize everyone with the basics of operation for this mode. Have hands-on demonstrations.

NH-ARES

Sample Monthly Training Plan

Subject: Situation Reports (SITREPS)

TRAINING SESSION

Meeting Date: Monday April 1, 2005

Location: Library meeting room

Instructor(s): Samuel Ham KN1PIG

Goal: Members should know the format and protocol for originating and transmitting SITREPS. Include both Emergency Management and Skywarn models.

Materials required: Copies of Section Comm. Plan Attachments K & Q; copy of Skywarn reporting requirements. PowerPoint slides of each handout.

Lesson Plan:

Define SITREPS

Discuss ways SITREPS are important to served agencies

Discuss why ARES handles SITREPS even when normal communications are functioning

Discuss SITREP protocols: filling requests vs. "pushing" information

Present the standard Skywarn format

Talk about the ways SITREPS are delivered to various agencies: i.e. HSEM, NWS, ARC

Review both comm. plan attachments using PowerPoint slides and handouts

EXERCISE

Scenario: On-air drill with a simulated earthquake event to handle specific agency SITREP requests on a VHF phone net.

Date: Saturday April 20, 2005

Time: 8-10am

Simulator(s): Joe Ham KX1PIG

Materials required: Preplanned agency situation requests

Frequency(s): 147.51simplex

Locations(s): Home stations

Goal: Members will deliver appropriate SITREPS with requested data in the required format. NCS will route messages correctly and in a timely manner.

Metric(s): 5 points for each message delivered, deduct 1 point each for format and routing errors.

Take total number of messages as the benchmark; figure actual score as a percentage of the possible total.

(Example: 25 messages x 5 points = 125 point benchmark. Actual score: 75. Divide 125 by 75 to get 60%. Use for comparison with any subsequent drill.)