

WISCONSIN ARES[®] / RACES[®] STANDARDIZED TRAINING PLAN



ARES[®] / RACES[®] EMERGENCY COMMUNICATOR INDIVIDUAL TASK BOOK

Task Book Assigned To:

Name: _____ Call: _____

ARES[®] / RACES[®] Group: _____

Phone Number: _____ Email: _____

Task Book Initiated By:

ARES[®]/RACES[®] Leader's Name: _____ Call: _____

Title: _____ ARES Group: _____

Phone Number: _____ Email: _____

Initiated:

Location: _____ Date: _____

WISCONSIN ARES®/ RACES® Training Plan Task Book

Task Book

The TaskBook is a working document that enables those ARES®/RACES® communicators electing to participate in the ARRL training plan to track and document their training plan elements as they are completed towards the various levels of increasing proficiency. The TaskBook should contain all training plan items, completion dates and sign-offs as the ARES®/RACES® communicator transitions through the three skill levels. The ARES®/RACES® communicator is responsible for maintaining his/her TaskBook and having it with him/her during training and assignments. The TaskBook also contains sections with definitions of the communicator levels, as well as common responsibilities.

Since the Task Book is personal to each ARES®/RACES® Communicator, each user should feel free to adapt it to their needs and requirements of their geographical region.

Recommendations of minimum proficiencies and skills per level are listed. **ECs, at their discretion, can add or substitute skills that they consider important.** 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 EC should meet/exceed the qualifications for each level for which they are signing off.

ADDITIONAL NOTE: At the end of this Task Book is a change log page that communicators should use to keep track of changes to the Task Book.

Skill Levels

Communicator V - Entry level into ARES®/RACES®, includes skills learned when obtaining an Amateur Radio license

Communicator IV - Base set of skills desired for active membership by ARES®/RACES® obtained through coursework and training

Communicator III - Increased skill set that initiates a pathway to local/County level ARES®/RACES® leadership positions and assignments

Communicator II - Increased skill set that initiates a pathway to area/District level ARES®/RACES® leadership positions and assignments

Communicator I - Increased skill set that initiates a pathway to state/Section level ARES®/RACES® 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 Section Management

Evaluator

- Be knowledgeable and proficient in the tasks being evaluated and approved
- Meet with Communicator and evaluate past experiences, current qualifications and desired objectives/goals
- Review tasks with Communicator
- Document completion of tasks with Task Book sign-off's
- Complete the sign-off, comments and qualifying

Section

- Maintain ARES Connect database for participants in ARES®/RACES® Training Plan

Attach Copy of FCC License Here:

ARES®/RACES® STANDARDIZED TRAINING PLAN TASK BOOK

NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

ARES®/RACES® TRAINING LEVEL

Communicator V

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 introductory training is conducted by the local ARES®/RACES® group to meet its needs and those of its served agency or partners. This training could be formal or informal and would introduce the ARES®/RACES® 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 are encouraged to complete Communicator V and advance to Communicator IV as soon as practical if they wish to participate in any ARES®/RACES® activations.

R = Required, O = Optional, E = Encouraged

TASK	R-O-E	COMPLETION DATE	EC Sign Off
Education			
ICS-100.c- Intro to Incident Command System*	O		
ICS-700.b Introduction to National Incident Mgt. System*	O		
SKYWARN - Spotter Basic Training (Biennially)	O		
ARRL EC-001 Introduction to Emergency Communications	O		
Comment: *Sets initial baseline requirements. Will likely be insufficient for deployment at an incident.			
Participation			
Obtain Task Book	R		
Join an ARES®/RACES® group	R		
Comment:			
Proficiency/Skill			
Obtain Technician class or higher Amateur Radio License	R		
Comment:			

Communicator V - Completion Record

The listed tasks for the Communicator V having been completed, dated and initialed indicate successful completion of all the tasks required of the ARES®/RACES® volunteer for the Level of Communicator V.

_____ The individual is recommended as certified for this level.

Date: _____ EC _____

Comments: _____

ARES®/RACES® STANDARDIZED TRAINING PLAN TASK BOOK

NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

ARES®/RACES® TRAINING LEVEL Communicator IV

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 introductory training is conducted by the local ARES®/RACES® group to meet its needs and those of its served agency or partners. This training could be formal or informal and would introduce the ARES®/RACES® 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. This training level builds upon what has been learned in Communicator V, and participants in Communicator IV may elect to remain at this level based upon the extent of their desired ARES®/RACES® involvement. Much of this training is conducted by the local ARES®/RACES® group to meet its needs and those of their served agency or partners and provides a better understanding of emergency communications. Participants in Communicator IV may wish to continue with Communicator III 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*	E		
ICS-700.b – Introduction to National Incident Mgt. System*	R		
ICS-800.c – National Response Framework*	E		
ARRL EC-001 Intro to Emergency Communications	E		
SKYWARN Spotter Basic Training (Biennially)	R		
WebEOC 100 - WebEOC Region User Training*	E		

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 or ARES®/RACES® Incident Participation (Annually)	R		
Simulated Emergency Test or Exercise Participation (Annually)	E		
Attend One Formal ARES®/RACES® Meeting or Training (Annually)	R		
Serve as Net Control	E		

Comment:

Proficiency/Skill

Program tone into HT	R		
Program frequency & offset into radio	R		
Write and send an ICS-213 message (Once per Quarter)	R		
Operate VHF Digital messaging station	E		
Operate unit specific Digital VHF or HF station	E		
Build a simple dipole antenna**	E		
Build Powerpole® adapter cable**	E		
Solder PL259 connector to coax**	E		
Assemble a 24-hour Deployment Kit*	E		
Develop a Family Emergency Plan	E		

ARES®/RACES® STANDARDIZED TRAINING PLAN TASK BOOK

NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

Comment: * The contents of a 24-hour Kit will be specified in either a separate document or as an Annex to this document. ** Skills that are very useful to know and everyone is encouraged to learn.			
Other /Unit Specific			
Comment: _____			

Communicator IV - Completion Record

The listed tasks for the Communicator IV having been completed, dated and initialed indicate successful completion of all the tasks required of the ARES®/RACES® volunteer for the level of Communicator IV.

_____ The individual is recommended as certified for this level.

_____ The individual is in need of additional training as indicated below. (Optional)

Date: _____ EC or DEC _____

Comments: _____

ARES®/RACES® STANDARDIZED TRAINING PLAN TASK BOOK

NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

ARES®/RACES® TRAINING LEVEL			
Communicator III			
Communicator III prepares the participant to take on ARES®/RACES® Team leadership roles in his/her local or County ARES®/RACES® group.			
R = Required, O = Optional, E = Encouraged			
TASK	R-O-E	COMPLETION DATE	EC or DEC Sign Off
Education			
ICS-200.c – ICS for Single Resource	R		
ICS-800.c – National Response Framework	R		
ARRL EC-001 Intro to Emergency Communications	R		
IS-240.b - Leadership & Influence	E		
IS-241.b - Decision Making & Problem Solving	E		
IS-242.b - Effective Communications	E		
IS-244.b - Developing & Managing Volunteers	E		
IS-288.a – Role of Voluntary organizations in Emergency Mgt	E		
IS-2200 - Basic Emergency Operations Center Functions	E		
ARRL EC-016 Public Service & Emergency Communications Mgt	E		
SKYWARN Advanced Training Class (Biennially)	R		
PR-101 – Public Information Officer Training (EC-015)	O		
AUXCOM Course**	E		
ICS-300 - Incident Command System for Expanding Incidents**	E		
ICS -400 - Advanced Incident Command System**	E		
Wisconsin Emergency Management – SEOC Basic	E		
WebEOC 100 - WebEOC Region User Training	R		
WebEOC 101 - WebEOC SEOC User Training	E		
Comment: ** Participants are encouraged to complete the FEMA courses AUXCOM, ICS-300 and ICS-400 when they become available locally.			
Participation			
Net Participation (Once per Quarter)	R		
Public Service Event or ARES®/RACES® Incident Participation	R		
Simulated Emergency Test or Exercise Participation (Annually)	R		
Attend One Formal ARES®/RACES® Meeting or Training (Annually)	R		
Serve as Net Control	R		
Comment:			
Leadership			
Present a training session	R		
Hold/held a leadership position in a group	R		

ARES®/RACES® STANDARDIZED TRAINING PLAN TASK BOOK

NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

Hold a General Class License or higher	E		
Participate in PIO activities (PR-101 Qualifies)	R		
EC-001 Course Instructor/Mentor	O		
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		
Program Tone into HT	R		
Program frequency & offset into radio	R		
Demonstrate cross band repeat on Mobile Radio (UHF→VHF)	O		
Administer ARES Connect Database for Local Group	R		
Develop a Family Emergency Plan	R		

Communicator III - Completion Record

The listed tasks for the Communicator III having been completed, dated and initialed indicate successful completion of all the tasks required of the ARES®/RACES® volunteer for the level of Communicator III.

_____ The individual is recommended as certified for this level.

_____ The individual is in need of additional training as indicated below. (Optional)

Date: _____ EC or DEC _____

Comments: _____

ARES®/RACES® STANDARDIZED TRAINING PLAN TASK BOOK

NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

ARES®/RACES® TRAINING LEVEL			
Communicator II			
Communicator II prepares the participant to take on ARES®/RACES® Team leadership roles in his/her area or District ARES®/RACES® 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	E		
IS-230.d - Fundamentals of Emergency Management	E		
IS-235.c - Emergency Planning	E		
IS-240.b - Leadership & Influence	E		
IS-241.b - Decision Making & Problem Solving	E		
IS-242.b - Effective Communications	E		
IS-244.b - Developing & Managing Volunteers	E		
IS-288.a – Role of Voluntary organizations in Emergency Mgt	E		
IS-2200 - Basic Emergency Operations Center Functions	E		
ARRL EC-016 Public Service & Emergency Communications Mgt*	E		
SKYWARN Advanced Training Class (Biennially)	R		
PR-101 – Public Information Officer Training (EC-015)	O		
AUXCOM Course**	R		
ICS-300 - Incident Command System for Expanding Incidents**	R		
ICS -400 - Advanced Incident Command System**	R		
Wisconsin Emergency Management – SEOC Basic	E		
Wisconsin Emergency Management – SEOC Liaison	E		
WebEOC 101 - WebEOC SEOC User Training	R		
Comment: ** Participants are encouraged to complete the FEMA courses AUXCOM, ICS-300 and ICS-400 when they become available locally.			
Participation			
Net Participation (Once per Quarter)	R		
Public Service Event or ARES®/RACES® Incident Participation	R		
Simulated Emergency Test or Exercise Participation (Annually)	R		
Attend One Formal ARES®/RACES® Meeting or Training (Annually)	R		
Serve as Net Control	R		
Comment:			
Leadership			
Present a training session	R		
Hold/held a leadership position in a group	R		

ARES®/RACES® STANDARDIZED TRAINING PLAN TASK BOOK

NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

Hold a General Class License or higher	E		
Participate in PIO activities (PR-101 Qualifies)	R		
EC-001 Course Instructor/Mentor	O		
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		
Program Tone into HT	R		
Program frequency & offset into radio	R		
Demonstrate cross band repeat on Mobile Radio (UHF→VHF)	O		
Administer ARES Connect Database for District Group	R		
Develop a Family Emergency Plan	R		

Communicator II - Completion Record

The listed tasks for the Communicator II having been completed, dated and initialed indicate successful completion of all the tasks required of the ARES®/RACES® volunteer for the level of Communicator II.

_____ The individual is recommended as certified for this level.

_____ The individual is in need of additional training as indicated below. (Optional)

Date: _____ DEC or SEC _____

Comments: _____

ARES®/RACES® STANDARDIZED TRAINING PLAN TASK BOOK

NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

ARES®/RACES® TRAINING LEVEL			
Communicator I			
Communicator I prepares the participant to take on ARES®/RACES® Team leadership roles in his/her state or Section ARES®/RACES® 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-2200 - Basic Emergency Operations Center Functions*	R		
ARRL EC-016 Public Service & Emergency Communications Mgt	R		
SKYWARN Advanced Training Class (Biennially)	R		
PR-101 – Public Information Officer Training (EC-015)	O		
Wisconsin Emergency Management – SEOC Basic	R		
Wisconsin Emergency Management – SEOC Liaison	R		
Comment: * These courses are part of the FEMA Professional Development Series and Are Covered By Various Sections in ARRL EC-016.			
Participation			
Net Participation (Once per Quarter)	R		
Public Service Event Participation (Annually)	R		
Simulated Emergency Test or Exercise Participation (Bi-Annually)	R		
Serve as Net Control	R		
Comment:			
Leadership			
Present a training session	R		
Hold/held a leadership position in a group	R		
Hold a General Class License or higher	E		
Participate in PIO activities (PR-101 Qualifies)	R		
EC-001 Course Instructor/Mentor	O		
Comment:			

ARES®/RACES® STANDARDIZED TRAINING PLAN TASK BOOK

NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

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		
Program Tone into HT	R		
Program frequency & offset into radio	R		
Demonstrate cross band repeat on Mobile Radio (UHF→VHF)	O		
Develop a Family Emergency Plan	R		

Communicator I - Completion Record

The listed tasks for the Communicator I having been completed, dated and initialed indicate successful completion of all the tasks required of the ARES®/RACES® volunteer for the level of Communicator I.

_____ The individual is recommended as certified for this level.

_____ The individual is in need of additional training as indicated below. (Optional)

Date: _____ SM or SEC _____

Comments: _____

NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

ARES®/RACES® SECTION/UNIT SPECIFIC TRAINING REQUIREMENTS				
ALL LEVELS				
This page is for listing of additional tasks as may be required by ARES®/RACES® units for their specific needs.				
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				
Comment:				

**Attach Copies of FEMA/NIMS ICS Course and/or
Wisconsin Emergency Management Training Portal Transcript(s) Here:**

Common Responsibilities (for Activations)

It is the responsibility of each ARES®/RACES® Communicator 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

- Complete and turn in 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 (ARES®/RACES® 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 communicator on 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

Appendix A: Deployment Considerations

Are you fit for deployment?

- Reconsider your “deployability” if you have a medical condition precluding you from working long hours in austere conditions. Consider:
 - o Body Mass Index (BMI) of greater than 40
 - o Respiratory condition requiring an inhaler, CPAP and/or BiPAP
 - o Using medications which require refrigeration
 - o Chronic medical or physical condition
 - o Anxiety when wearing PPE
 - o Sustained blood pressure of greater than 150/90
 - o History of MI or CHF
 - o Seizure in the past year
 - o Dietary restrictions (Meals Ready to Eat - MREs)

Preparing for deployment:

- Practice your family disaster plan and have a family care plan.
- Ensure that immunizations are up to date. Consider:
 - o Hepatitis B
 - o Tetanus
 - o Influenza
 - o TB Test
- Obtain a GETS Card (www.ncs.gov).
- Pack to sustain you for the first 24-48 hours – yet, pack light.
 - o Consider a rolling duffel bag with shoulder straps.
 - o Roll clothes rather than fold to conserve space.
 - o Pack in re-sealable plastic bags to protect from the elements.
 - o Pre-pack and “seal” bags for inventory control.
- Buy a good pair of sturdy boots, waterproof them, and break them in.
- Obtain a free medical card at <http://www.medids.com/free-id.php> .

Before the deployment:

- Notify your employer of possible deployment.
- Give an itinerary to family.
 - o Instruct family to go through the Point of Contact (POC).
 - o The POC will attempt to send daily briefings to family.
- Clarify with your Team Commander as to what expenses will be covered.
- Arrange child care, pet care, lawn care and snow removal.
- Stop mail service and newspaper delivery if no one will be home.
- Voice mail and email away messages shouldn't give information.
- Take \$200 cash. ATMs and credit card readers may be out of service.
- Scan front and back of all the items in your purse/wallet (DL, insurance cards, credit cards, passport, etc) and email it to yourself.
- If you are taking a cellular phone on deployment, dial *228 from your phone to update it. Cell service may not work but texting may.
- Have ample medications for the duration of deployment PLUS a few days. Meds should be in original containers. Consider taking a prescription.

While on deployment:

- Stay hydrated!
- Attend all briefings and take notes. Always be at briefings early!
- Be aware of hazards not common in your area (snakes, insects, etc).
- Document all work hours while on deployment.
- Get receipts for everything.
- The Team Commander must approve any contact with the media prior to an interview. Direct media inquiries to the Command Staff.
- The use of social media (Twitter, Facebook, YouTube, texting, etc.) for information about deployments must be approved by Command Staff.
- All injuries/illnesses must be reported to the Command Staff immediately.
- Don't become part of the problem.
 - o Follow Chain of Command and ICS structure.
 - o Assure that your Supervisor always knows where you are.
 - o Be flexible! Things change in disaster response.
 - o Watch for signs of stress in yourself and co-workers.
 - o Take care of your feet. Change socks frequently.
- Misconduct, insubordination, refusal to follow orders or directives, dishonesty, inattention to duty, carelessness or any other improper conduct may result in immediate demobilization.

Returning from deployment:

- Complete an After Action Report (AAR), if requested.
- Submit all receipts, vouchers, etc in a timely manner.
- Participate in debriefing sessions to help yourself and co-workers.
- Speaking engagements or media interviews about your deployment must be pre-approved by your Section Emergency Coordinator and PIC.

Appendix B: Sample Deployment Packing Checklist

DAY PACK (with padlock)

Mini-Mag Flashlight
Headlamp
Clothing
Shorts
T shirt
Underwear
Socks
Work Gloves
Hat
2 Hand Towels
Wash Cloth
Poncho
On Bag
Whistle
Ear Plugs
Pocket Mask
Compass
Gloves in pouch
Hygiene
Space Blanket
First Aid
Toilet in Bag
Toilet Paper
PPE Kit (N95)
Hydration
Nalgene Bottle
Crystal Lite
Iodine Tablets
Electronics
Computer Lock
12V Dual Outlet
Earbuds/Headset
Ethernet Cord
Screwdriver
Cube Plug
Inverter
AA Batteries
Reference Books
IMS
NIFOG
Roll of quarters
MRE
Book for casual reading
Playing cards
In Zip Lock (for TSA)

Sunscreen
Repellant
Hand Sanitizer
Lip Balm

WEAR

Pants and Shirt
Work Boots
Belt
T-shirt
ID
Pocket Organizer
Notebook
Business Cards
Immunization Record
Checks
GETS Card
Pens / Sharpies
Telephone Calling Card
Medical History Card
Knife / Multi-tool (in Bag 2 if flying)

NEED TO PACK

\$200 / VISA / DL / ATM Card
Cellphone w/ chargers
Current Telephone Contact List
Snacks
iPod & Charger
Tennis Shoes
Computer / USB Drives
Sunglasses
Camera
Maps
GPS
Prescription meds / Rx
Tools needed for your role

BAG TWO (with TSA padlock)

Clothing
1 Shirt
2 Pants
3 T Shirts
Swim Trunks (swim or shower)
3 Underwear
3 Hankies

Flip Flops (for shower)
Jacket
Socks
2 Non-uniform Shirts
Jeans
Khaki shorts
Camp Supplies
Garbage Bags
Clothesline-size Rope
Camp Shovel
Sierra Cup / Spork
Detergent / Clothes Pins
Duct Tape / Gaffers Tape
Hand wipes (shower substitute)
Mosquito Net
Camp Towel / Washcloth
Pillow / Pillow Case
Fleece / Sheet / Sleeping Pad
2 MREs
Meds in Peanut Butter Jar
Tylenol PM (use caution)
Cough Drops
Pepto-Bismol Tabs
Laxative
Sinus
Ibuprofen
Imodium
Office Supplies
Tape
Stapler / Staples
File Folders
Post Its
ICS Forms
Shaving Kit
Razor / Shaving Cream
Toothbrush / Paste / Floss
Deodorant
Foot Powder
Eye Mask (for day sleeping)
Soap
Sewing Kit
Mole skin
Spare Eye Glasses
Mirror

