

## Multnomah ARES/RACES Radio Operator Task List

**ARROs know how to operate their own radio as well as served agency or field go-kit equipment. They know basic net protocol, and Multnomah County ARES procedures and forms. ARRO certification is required of all active MCARES members within one year after joining.**

Print Full Name		Call Sign	
Obtain and provide certificates indicating completion of the required FEMA Courses.			
___ IS 100	___ IS 200	___ IS 700	___ IS 800

**Equipment:**

- \_\_\_ Personal portable radio with manual: Make: \_\_\_\_\_ Model: \_\_\_\_\_
- \_\_\_ Extra batteries \_\_\_\_, or other alternate power source: \_\_\_\_\_
- \_\_\_ MCARES SOP, forms ICS-213, 214, 309 and ARRL Radiogram, FCC License, updated frequency list including gateways
- \_\_\_ Personal go kit with items necessary for all personal needs for twenty-four hour deployment

**Knowledge:**

- \_\_\_ Explain what to do if signal not being heard
- \_\_\_ Recite ITU Phonetic Alphabet and spell a word or short phrase on demand
- \_\_\_ Explain what never to transmit
- \_\_\_ Explain when and why to listen on reverse
- \_\_\_ Explain when and why to disable repeater offset
- \_\_\_ Explain how to break a net for emergency
- \_\_\_ Give three ways you may be notified of MCARES activation
- \_\_\_ Explain the difference between a Resource net and a command or tactical net
- \_\_\_ Explain what to do when disaster strikes and normal communications are not functioning
- \_\_\_ Explain what to do upon arrival at deployment location, and when leaving assignment
- \_\_\_ Define routine, priority, emergency, health and welfare, and life safety traffic

**Operation of Personal Radio**—show ability to:

- \_\_\_ Turn on and off
- \_\_\_ Set Frequency
- \_\_\_ Set offset if not automatic
- \_\_\_ Set PL tone
- \_\_\_ Save frequency to memory and assign location
- \_\_\_ Recall memory channel
- \_\_\_ Change power level
- \_\_\_ Lock and unlock
- \_\_\_ Listen on reverse
- \_\_\_ Disable repeater offset
- \_\_\_ Program all Multnomah County ARES frequencies in radio and locate them in memory

**Operation of Field “Kent” kit**

- \_\_\_\_\_ Set up and repack fire station or Kent kit
- \_\_\_\_\_ Identify and state purpose of all items in Kent Kit and out inventory sheet in kit
- \_\_\_\_\_ Show understanding of how to use the cheat sheet
- \_\_\_\_\_ Turn on and off
- \_\_\_\_\_ Change power level
- \_\_\_\_\_ Switch between VFO and Memory modes
- \_\_\_\_\_ Find Multnomah County frequencies in memory
- \_\_\_\_\_ Set frequency and PL tone
- \_\_\_\_\_ Listen on reverse
- \_\_\_\_\_ Disable repeater offset (or find simplex repeater frequencies in memory)

**Net Protocol**

- \_\_\_\_\_ Speak Slowly and clearly
- \_\_\_\_\_ Use personal, tactical and station (club) callsigns correctly
- \_\_\_\_\_ Follow net protocol
- \_\_\_\_\_ Correctly present traffic on a net
- \_\_\_\_\_ Use *Roger, Over, Out and Clear* appropriately

**Forms and Traffic Handling**

- \_\_\_\_\_ Explain differences between formal, informal, tactical traffic
- \_\_\_\_\_ Define Routine, Priority, Emergency, Exercise and Health and Welfare traffic
- \_\_\_\_\_ Explain differences in sending protocols for ICS-213 vs Radiogram messages
- \_\_\_\_\_ Log tactical message, ICS-213 and Radiogram messages on ICS 309 Communications Log
- \_\_\_\_\_ Fill out ICS 214 Unit Log
- \_\_\_\_\_ Copy an ICS 213 message accurately and legibly
- \_\_\_\_\_ Copy an NTS message accurately and legibly
- \_\_\_\_\_ Send an ICS 213 message
  - \_\_\_\_\_ Use appropriate speed
  - \_\_\_\_\_ Spell phonetically when necessary
  - \_\_\_\_\_ Use prowords correctly
- \_\_\_\_\_ Format and send and NTS Message

**Items initialed by: (Initial and sign)**

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**Reviewed and Approved for Certificate by**

EC: \_\_\_\_\_