

Print Full Name			Call Sign			
Obtain and provide certificates indicating completion of the required FEMA courses.						
EC-001	IS-100	IS-200	IS-700	IS-800	IS-315	IS-317

Equipment:

- _____ Personal portable radio with manual: Make: _____ Model: _____
- _____ Extra batteries, or other alternative power source: _____
- _____ Personal go-kit with items necessary for all personal needs for 24-hour deployment.

Knowledge:

- _____ Explain what to do if the signal is not being heard.
- _____ Recite ITU Phonetic Alphabet and spell a word or short phrase on demand.
- _____ Explain what never to transmit.
- _____ Explain the differences between informal and formal traffic.
- _____ Explain what to do when disaster strikes and normal communications are not functioning.
- _____ Explain what to do upon arrival at the deployment location.
- _____ Define routine, priority, emergency, health and welfare, and life safety traffic.
- _____ Explain when and why to listen on reverse.
- _____ Explain when and why to disable repeater offset.
- _____ Explain how to break a net for an emergency.

Demonstration:

Personal Radio

- _____ 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.
- _____ Have all CCARES frequencies programmed in radio memory.

Served Agency Equipment:

- _____ Fill out the inventory sheet in the kit.
- _____ Turn on and off.
- _____ Change power level.
- _____ Switch between VFO and Memory modes.
- _____ Find CCARES frequencies in memory.
- _____ Set frequency and PL tone (OK to use cheat sheet).

- _____ Listen on reverse.
- _____ Disable repeater offset (or find simplex repeater frequencies in memory).

Net Protocols:

- _____ Speak 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.

Traffic Handling:

- _____ Fill out ICS 309 Communications Log.
- _____ Fill out ICS 214 Unit Log.
- _____ Copy an ICS 213 message accurately and legibly.

Items initialed and certified by: (Initialed and Signed)
