Palo Alto ARES/RACES Credential Record — City Communicator

Name: _____ **Call Sign:** _____

The City Communicator (CC) credential is a subset of the Santa Clara County ARES/RACES Communicator IV (C4) credential. Requirements marked "[Optional]" are required for C4 but not for CC.

Radio Officer or Designee			Credential Requirements (completed within the last two years)
Date	Call Sign	Initials	
			Administrative
			Live, work, or are active in Palo Alto
			18 years of age or older
			Valid Technician class or higher amateur radio license
			Valid California driver's license or California-issued ID card
			Reliable transportation for assignments
			[Optional] Has read "SCCo ARES/RACES Credentialing Program Handbook"
			Has read "SCCo ARES/RACES Perf. Stds. & Best Practices"
			Has read Palo Alto ESV Policy Manual and Standard Operating Procedures
			Registered with primary jurisdiction as Disaster Service Worker
			Training
			Santa Clara County ARES/RACES Training *
			Intro to Emergency Communications (or equivalent)
			Fundamentals of Emergency Communications
			Emergency Management Training **
			ICS-100 / IS-100: Intro to ICS
			ICS-200 / IS-200: ICS for Single Resources
			[Optional] ICS-700 / IS-700: Intro to NIMS
			SEMS G606: Intro to SEMS
			Equipment
			All items in Palo Alto standard 2-hour Carry Kit
			[Optional] All items in SCCo standard 12-hour Go Kit
			Palo Alto ARES/RACES frequencies programmed into radio memories
			Knowledge
			Demonstrate personal radio familiarity per Credential handbook
			Participation (or equivalent, as determined by local jurisdiction RO) *
			Min 8: Check into weekly Monday night net
			Min 1: Radio operator duty at city quarterly drills
			Min 1: Radio operator duty at city functional or full-scale exercise
			Min 1: Radio operator duty at city public service event or incident
			Performance
			Functioned effectively & professionally with served agency
			Ongoing Participation
			Agree to minimum training and participation requirements

* Enter actual date from Activities Database for training classes. Enter actual date of quarterly drills, exercises, and public service events from Activities Database.

** Enter date from Certificate and send copies of all certificates to the RACES Radio Officer (ARES Emergency Coordinator) for Palo Alto

Completion

1. Take a photo of or scan the completed checklist for the credential record (page 1 of this document).
2.On the Palo Alto ESV Veoci site, go to this URL or use this QR code.
https://veoci.com/v/p/8094/workflow/hxm8venzm2sf

3. Log in.
4.The field “HAM Radio Operator’s Name” should already be filled out with your name. You should not need to change it with the red “-” button or “Click to select people”.
5. Upload the image of your credential record checklist in the field “Palo Alto ARES/RACES Credential Record”.
6. Sign the form.

The completed form will be reviewed for approval by the Palo Alto Emergency Coordinator or their designee. When the review is completed, your credential will be recorded in Veoci.

Usage instructions

Candidate:

- It is the candidate’s responsibility to maintain this record
- This document functions as a confirmation of completion of the credential requirements
- Bring this document with you when you meet with your local jurisdiction Radio Officer
- Have your local jurisdiction Radio Officer (or designee) initial each line item completed
- Retain the document as your “receipt” that you have completed the itemized requirements

Radio Familiarity Checklist

Demonstrate personal HT radio familiarity by manually (via the keypad) configuring radio to perform each of the following without hesitation or delay.

- Simplex without tone
- Simplex with CTCSS tone
- Repeater with offset and CTCSS tone
- Save configurations to and recall from memory
- Lock keypad or mic controls, if so equipped
- Full/factory reset (clear all settings) [explain only; demonstration not required]

Explain the purpose and appropriate usage for the following main net types:

- [Optional] Resource Net Level 1
- [Optional] Resource Net Level 2
- [Optional] Resource Net Level 3
- Message Net
- Command Net
- [Optional] Hospital Net
- City/Tactical Net
- [Optional] EOC Net

[Optional] Explain the Mike-Mike (Modified Mercalli) scale and the correct use of the scale to report damage

Explain how to deal with problems, such as but not limited to:

- Loss of commercial power (including lights, heat or A/C, ATM machines, gas pumps, etc.)
- Loss of telephone connectivity (including ATM machines, gas pumps, store registers, etc.)
- Loss of repeater (how to recognize, how to handle)
- Explain how to recognize a problem and how to check and reset the frequency offset for a stored memory channel.
- Excessively hot environmental conditions which affect equipment performance
- Heavy rain
- Insufficiently defined assignment
- Need to transmit/receive a form that you have not seen before

Explain how to conduct an FCC RF Safety Evaluation using the ARRL on-line calculator.

- Explain the difference between a controlled and uncontrolled environment.
- Explain or demonstrate how you will keep the public out of the uncontrolled environment.

2 Hour Carry Kit

To be kept nearby at all times for immediate (within minutes) communication of damage reports during Resource Net Level 1 ops. Also used to remain in contact with Resource Net Level 2 while returning home to retrieve 12-hour Go-Kit.

- 2m/70cm dual-band radio
- HT recommended (min. 5W on 12V/2.5W on batt)
- Mobile 25W optional (if vehicle will not be far away)
- Programmed with Palo Alto frequencies [C4 requires resource net frequencies]
- Charged batteries for 2-3 hours operation
- Extra battery, total capacity of 3000 mAh [part of county 12 Hour Go Kit]
- 2m/70cm dual-band mobile antenna (mag mount, window mount or existing mobile antenna)
- Current Palo Alto voice Frequency List [C4 requires county list]
- [Optional] Modified Mercalli (Mike-Mike) scale
- Notepad / pens
- Palo Alto ARES/RACES Contact List [C4 requires county list]
- Five copies each of forms: ICS-213, ICS-214, ICS-309, Palo Alto Damage Assessment

Links to Training

Palo Alto ESV information:

- ESV Policy Manual and Standard Operating Procedures is linked from this page: https://www.paloalto.gov/Departments/Emergency-Services/Emergency-Volunteers
- Additional ARES/RACES/ACS information is here: https://www.paloalto.gov/Departments/Emergency-Services/Emergency-Volunteers/Auxiliary-Communications-Services

Santa Clara County ARES/RACES courses:

- Go to: https://www.scc-ares-races.org
- Schedules for courses are at the link Calendar & Signups, make a login there.
- Info on courses, including PDFs of the slide decks, are on the main page under Training & Practice
- Information on Communicator IV and other credentials is under Credentials
- Credential Handbook and Performance Standards & Best Practices are linked under the Credentials heading

Santa Clara County ARES/RACES documents:

- Go to: https://www.scc-ares-races.org/credentials
- The Credentialing Program Handbook and Performance Standards & Best Practices documents are there.

FEMA IS/ICS courses:

- Register for a FEMA Student ID (SID): https://cdp.dhs.gov/FEMASID/
- Go to the list of IS/ICS courses: https://cdp.dhs.gov/FEMASID/

CalOES SEMS G606 course:

- Go to the CSTI site: https://csti-ca.csod.com/catalog/CustomPage.aspx?id=20000553
- Click the Browse Training image.
- On the Browse Training page, type G606 in the search box
- In the search results, select the Standardized Emergency Management System Introduction (SEMS G606) online course.
- On the Training Details page, click the Request button.
- Complete the form to create a CSTI account (your FEMA SID is also required).
- Return to the course.