

Multnomah County ARES/RACES

EC Skills-based Task List

(Tasks Required in Addition to Radio Operator and Ops AEC Tasks)

1. **Establish and maintain positive interpersonal and interagency working relationships.**

- Get to know the EM, served agency personnel and regional telecommunications professionals with whom you will be working, and establish close working relationships before an incident occurs.

Completed Date: _____ DEC: _____

2. **Evaluate needs, materials, personnel, and training to keep unit operating effectively.**

- Obtain equipment, materials and supplies required for the unit mission
- Maintain quantities of supplies and materials at a level to prevent shortage of any basic needed items.
- Ensure adequate personnel to support the unit; technicians, radio operators, etc.
- Coordinate with the served agencies for any or additional interoperability resources that may be needed.
- Assess current tactical communications equipment needs such as power sources, portable antennas and logistics support for extended operations.

Completed Date: _____ DEC: _____

3. **Organize and supervise unit.**

- Brief and keep subordinates informed and updated.
- Establish unit time frames and schedules.
- Assign and monitor work assignments.
- Develop team work.
- Provide counseling and discipline as needed.
- Brief relief personnel.

Completed Date: _____ DEC: _____

4. **Participate in served agency and area planning meetings as the technical expert for amateur radio emergency backup communications capability; coordinate with other communications professionals to share information and assure communications interoperability.**

- Determine the feasibility of providing the required communications support.
- Provide operational and technical information on equipment available to the served agency.
- Provide operational and technical information on communications equipment and systems capabilities and limitations.

Completed Date: _____ DEC: _____

5. **Coordinate frequencies, activities, and resources with communications professionals outside of the area.**

- Contact adjacent county EC's and communications coordinators, and notify them of incident frequency and other shared resource assignments, as appropriate.
- Provide a copy of the unit Comm Plan/ICS Form 217 to other agencies or to the EC and/or COML at any nearby locations as necessary to avoid interference.

Completed Date: _____ DEC: _____

Reviewed and Approved for Certificate

DEC: _____