

Jurisdiction Name: _____

Activity Name: _____

Date(s): _____ Time(s): _____

In order to qualify as an approved activity in the Credentialing Program, the exercise, event or incident must provide the participants with a realistic operating experience which is conducted according to training and operating standards. The requirements are summarized below. For more information, consult the Credentialing Program Handbook.

Overall activity:

- Must last at least two hours
- Message traffic must be realistic and relevant to the exercise, event or incident scenario
 - If 3rd party message traffic (which may be simulated) is part of the activity, it must use the appropriate forms and include realistic content
 - Operator-to-operator message traffic must be necessary and appropriate for the scenario
- Must be entered into the SCCo ARES/RACES events database calendar and participation must be logged in the events database

Operations must be conducted according to “Santa Clara County ARES/RACES Performance Standards and Best Practices”, including:

- Proper check-ins and check-outs on nets
- Proper hand-offs between nets so individuals are always under supervision
- Proper health and welfare checks performed throughout the event on all nets
- Proper message passing procedures used (including forms, prowords, phonetics, etc.)
- All county “Performance Standards and Best Practices” adhered to by all positions
- If travel to/from the activity is part of the activity itself, then operator travel must be tracked and managed on a Resource Net

Documentation must be completed according to “Santa Clara County ARES/RACES Performance Standards and Best Practices”, including:

- Resource Net (if used) tracking via form, T-cards or similar method
- Individual assignments tracked via form, T-cards or similar method
- ICS 205 Communications Plan distributed before assignment begins
- ICS 211A Communications Sign-in used to sign in/out all participants
- ICS 214 Unit Activity Log completed by all participants
- ICS 309 Communications Log completed by all operators (shadows can use ICS 214)
- ICS 213 or other agency-specific forms used for all 3rd party message traffic
- Operator-to-operator messages written on 2-part phone message or other suitable forms
- All participants turn in all logs and documentation to event IC at end of shift/event

Signatures:

Radio Officer:

I have reviewed the requirements for an approved activity in the Credentialing Program Handbook and the summary above. Our activity will meet or exceed all of these requirements.

Print Name of Radio Officer Signature of Radio Officer Call Sign Date

Jurisdiction Emergency Manager (or authorized official):

I have reviewed the above requirements and the plan for this activity with our Radio Officer and agree that it meets all of the above requirements.

Print Name of Official Signature of Official Title Date

Usage instructions:

Radio Officer

- Review the "Approved Activities" section in the Credentialing Program Handbook" and verify that your activity meets or will meet all of these requirements. Then sign the form.
- Discuss your plan for this activity with your emergency manager and have them sign the form.
- Scan and e-mail the form to: credmgr @ scc-ares-races.org

Jurisdiction Emergency Manager

- Review the activity plan with your Radio Officer and verify that it meets the above requirements.
- This is also an excellent opportunity to ensure that the activity plan meets your local needs.
- Sign the form and return it to the Radio Officer for submitting to the Credentialing Program Manager.

Credentialing Program Manager Approval:

_____ Approved

_____ Not Approved. Reason: _____

Print Name of Program Mgr Signature of Program Mgr Call Sign Date