

## **Common Responsibilities (for Activations)**

---

It is the responsibility of each ARES® Communicator to be prepared with the proper dress, equipment, knowledge, and demeanor to support the assigned task. If you are unable to perform or uncomfortable with your assignment, let your Team Leader or requesting agency know so that you may be assigned appropriately.

### **At Staging**

- Complete and turn in forms and check in at Staging Area
- Obtain briefing from Agency Lead or Resource Team Leader regarding incident/event
- Receive Job assignment, reporting location and travel instructions
- Verify equipment needed for assignment
- Obtain Frequency Plan (Tulsa County ARES® Frequency Plan or ICS Form 205)
- Assess personal readiness for incident and climate (physical, clothing, medications, money, equipment guides, etc.)
- Maintain a check list of your equipment and personal “Go-Kit”
- Inform others as to where you are going and how to contact you
- Review your Operations and Procedures Notebook/Documentation

### **At Assignment**

- Check in with the on-site leader or agency official
- Check in with Net Control to inform you are on site
- Determine location to set up equipment
- Set up your equipment with safety in mind
- Establish radio contact with net control per frequency plan
- Prepare and maintain reports and forms for your task
- Use clear text and ICS terminology in all radio communications (no codes)
- Be mindful of HIPPA concerns
- Carry out assignments as directed

### **At end of shift or demobilization**

- Brief relief communicator on ongoing operations when relieved
- Retrieve all personal gear and return your area to pre-arrival condition
- Check out with net control or return to staging area
- Report to Staging Area for R&R, reassignment or deactivation
- Participate in after action activities as directed
- Communicators may want to maintain personal log of actions and events

### **Team Leader Responsibilities**

- Review common responsibilities
- Participate in incident meetings and briefings as required
- Determine status of unit activities
- Determine resource needs
- Order additional resources as needed
- Provide unit with status updates and reports
- Assign specific duties
- Maintain personnel accountability status
- Monitor safety and security of unit
- Supervise demobilization
- Collect and maintain all unit records and forms