

Purpose: Provide processes for the following:

1. New member orientation and training
2. Basic competency training checklists for each SFARES Subgroup (Emergency Operations Center - EOC, Search and Rescue -SAR Communications, and Public Service)
3. A system to populate the SFARES Training and Activities Schedule
4. A system to maintain the SFARES Matrix Manager

New Member Orientation:

1. The Orientation Process Leader (OPL) or designee meets with new members at the SFARES monthly meeting, 30 minutes prior to the normal start time.
2. During this initial contact the OPL and other SFARES members facilitate the following:
 - a. Welcomes the new member;
 - b. Provide a SFARES Orientation Checklist (Attachment 1), which explains the SFARES mission, the SFARES organization including the Subgroups, the phased approach to training and general membership duties;
 - c. Demonstrate the SFARES radio equipment and Go-kit;
 - d. Discuss issues with their radio equipment and attempt to resolve;
 - e. Provide SFARES website and e-mail information;
3. The OSL follows the new member's progress until the new member joins one of the Subgroups or it becomes clear that the new member is no longer participating.
4. At the tri-monthly administrative meeting, provide new member status to the SFARES Emergency Coordinator (EC) and membership.
5. Forward completed SFARES Orientation Sheets to the EC who updates the Matrix Manager.

Subgroup Training:

NOTE: Once a new member completes the initial orientation, that person will normally choose one or more Subgroups in which to participate.

1. Each Subgroup leader maintains a Subgroup Competency Checklist (Attachments 2, 3 and 4) which indicates the competency requirements for each Subgroup.
2. The Subgroup leader performs the following:
 - a. Assists and tracks the members' progress and keeps the EC apprised;
 - b. Encourages the member to participate in activities to gain experience and become familiar with SFARES activities;
 - c. Forwards the Competency Checklist to the EC for review and the updating of the Matrix Manager.

Completing the SFARES Training and Activities Schedule:

1. During January of each year, the EC, Subgroup leaders and any other interested members meet to complete, as appropriate, the SFARES Training and Activities Schedule for the current year.
2. Input for the training activities comes from the following:
 - a. Member requests for training;
 - b. Prior year training and activities;
 - c. New activities.
3. Once completed, the SFARES Training and Activities Schedule is forwarded to the membership for the information and participation planning.
4. Ad hoc changes to the SFARES Training and Activities Schedule are made as needed by the EC and communicated to the membership.

Maintaining the SFARES Matrix Manager:

1. The EC maintains the SFARES Matrix Manager and communicates to the membership periodically.
2. Members are expected to provide their changes for equipment, training, etc. and to review the Matrix for accuracy as requested by the EC.
3. The EC makes changes to the Matrix as appropriate and at member suggestion.

End

Attachments:

- Attachment 1: SFARES Orientation Checklist
- Attachment 2: EOC Subgroup Training Checklist
- Attachment 3: Public Services Subgroup Training Checklist
- Attachment 4: SAR Communications Subgroup Training Checklist
- Attachment 5: SFARES Training and Activities Schedule