

Check List - COMMUNICATIONS UNIT LEADER

- 1. **Obtain briefing** from the Logistics Section Chief.
- 2. **Determine personnel and equipment** (base station, mobile, portable, airborne repeater, extension cords, antennas, etc.) requirements for communications. Ensure adequate administrative supplies, (message forms, paper, pencils, etc.) are available.
- 3. **Coordinate with section chiefs and branch directors**, to establish the communications portion of the incident action plan for the mission. Publish frequencies and modes of communication to be used
- 4. **Establish telephone communications** at the Mission base.
- 5. **Setup communications equipment** and initiate operations at mission base. Ensure equipment is properly grounded.
- 6. **Assure adequate standby power is available** for radios and mission base lighting.
- 7. **Coordinate communications requirement procedures** among participating agencies.
- 8. **Establish and maintain a communications status board** to show operational condition of all frequencies and base communications capability.
- 9. **Establish advance and relay radio stations as required.**
- 10. **Monitor communications center operations.**
- 11. **Ensure messages are logged and delivered** to the addressee immediately.
- 12. **Dispatch reports as required.**
- 13. **Report any hazards or unsafe practices to the safety officer** for follow-up action and hazard abatement.
- 14. **On conclusion of mission, secure operations and restore facility to normal operation.** Pack and store-equipment and supplies as appropriate.