**COMMUNICATIONS UNIT LEADER**

**Mission:** Organize and coordinate internal and external communications; act as custodian of all logged and documented communications.

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| Date: Start: End: Position Assigned to: Initials:  **Position Reports to:** **Logistics Chief** Signature:  TMTS Location: Telephone:  Fax: Other Contact Info: Radio Title: |

| **Immediate (Operational Period 0-2 Hours)** | **Time** | **Initial** |
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| Receive assignment and briefing from the Logistics Chief. Obtain packet containing Communications Unit Leader Job Action Sheet. |  |  |
| Read this entire Job Action Sheet and review the organizational chart. Put on position identification (if provided). |  |  |
| Establish a Communications Center. |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Brief Communications Unit team members on current situation; outline Unit action plan and designate time for next briefing. |  |  |
| Set up and maintain communication equipment and provide ongoing support. |  |  |
| Initiate the Incident Communications Log (HICS Form 205) and distribute to all TMTS positions. |  |  |
| Inventory and assess all available radios and distribute the radios to pre-designated areas and personnel. |  |  |
| Determine radio channels for response and make radio assignments. |  |  |
| Determine need for just-in-time training for personnel unfamiliar with proper radio communications. |  |  |
| Evaluate status of internal and external telephone/fax systems and report to Logistics Chief. |  |  |
| Request the response of assigned ham radio personnel to the facility, if indicated. |  |  |
| Assess status of all on-site communications equipment, including two-way pagers, satellite phones, public address system, data message boards, and inter and intra-net connectivity. Initiate repairs per the standard operating procedures. |  |  |
| Prepare for radio checks from personnel that are assigned hand-held radios and other portable communications equipment. |  |  |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Planning Chief/MST. |  |  |

| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
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| Expand communication network capability and equipment as required to meet needs |  |  |
| Ensure communication equipment maintains proper functioning. |  |  |
| If primary communications systems fail, establish mechanism to alert Rapid Response Team, and other designated priority teams. |  |  |
| Develop and submit an action plan to the Logistics Chief. |  |  |
| Receive and archive all documentation related to internal and external facility communication systems. |  |  |
| Advise Logistics Chief of any operational issues you are unable to correct or resolve. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Continue to monitor the Communications Unit staff’s ability to meet workload demands, staff health and safety, resource needs, and documentation practices. |  |  |
| Review and update HICS Form 205 as needed and distribute to all TMTS positions. |  |  |
| Ensure your physical readiness by proper nutrition, water intake, and rest. |  |  |
| Continue to document actions and decisions on the HICS Form 214 and give a copy to the Planning Chief/MST. |  |  |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information. |  |  |

| **Demobilization/System Recovery** | **Time** | **Initial** |
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| Ensure that all radios and battery operated equipment is serviced and charged. |  |  |
| Debrief staff on lessons learned and procedural/equipment changes needed. |  |  |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. |  |  |
| Upon deactivation of your position, brief the Logistics Chief on current problems, outstanding issues, and follow-up requirements. |  |  |
| Upon deactivation of your position, ensure all documentation and HICS forms are submitted to the Planning Chief/MST. |  |  |
| Submit comments to the after action report. |  |  |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required. |  |  |

| **Documents/Tools** |
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| HICS Form 205 – Incident Communications Log  HICS Form 213 – Incident Message Form  HICS Form 214 – Operational Log  TMTS organizational chart  TMTS telephone directory  Radio/satellite phone – phone numbers and radio assignments  Local resource numbers. |