

COMMUNICATIONS UNIT LEADER

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

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
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
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
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
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
<input type="checkbox"/> HICS Form 205 – Incident Communications Log <input type="checkbox"/> HICS Form 213 – Incident Message Form <input type="checkbox"/> HICS Form 214 – Operational Log <input type="checkbox"/> TMTS organizational chart <input type="checkbox"/> TMTS telephone directory <input type="checkbox"/> Radio/satellite phone – phone numbers and radio assignments <input type="checkbox"/> Local resource numbers.