

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: _____
Position Reports to: Logistics Chief Signature: _____
 Telephone: _____ 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.		
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.		
Brief Communications Unit team members on current situation; outline Unit action plan and designate time for next briefing.		
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.		
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.		
Initiate the Incident Communications Log (HICS Form 205) and distribute to all ACS positions.		
Request the response of assigned ham radio personnel to the facility, if indicated.		
Prepare for radio checks from personnel that are assigned hand-held radios and other portable communications equipment.		
Adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines.		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.		
Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Logistics Chief.		
Participate in briefings and meetings as requested.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Expand communication network capability and equipment as required to meet the needs of the hospital response.		
Continue to adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines.		
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 immediately of any operational issues you are not able to correct or resolve.		

End of Shift/Demobilization/System Recovery	Time	Initial
Ensure that all radios and battery operated equipment is serviced and charged.		
Adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines during the demobilization phase.		
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.		
Submit comments to the after action report.		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		