



## COMMUNICATIONS UNIT LEADER CHECK LIST

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

### Task

- 1. Obtain briefing from the Logistics Section Chief or Service Branch Director.**
- 2. Organize and staff Unit as appropriate:**
  - Assign Communications Center Manager and Lead Incident Dispatcher.
  - Assign Message Center Manager and ensure adequate staff is assigned to answer phones and attend fax machines.
- 3. Assess communications systems/frequencies in use; advise on communications capabilities/limitations.**
- 4. Develop and implement effective communications procedures (flow) internal and external to the incident/Incident Command Post.**
- 5. Assess Incident Command Post phone load and request additional lines as needed.**
- 6. Prepare and implement Incident Communications Plan (ICS Form 205):**
  - Obtain current organizational chart.
  - Determine most hazardous tactical activity; ensure adequate communications.
  - Make communications assignments to all other Operations elements, including volunteer, contract, or mutual aid.
  - Determine Command communications needs.
  - Determine support communications needs.
  - Establish and post any specific procedures for use of Incident Command Post communications equipment.
- 7. Document all activity on Unit Log (ICS Form 214)**