COMMUNICATIONS UNIT LEADER JOB AID

Position: Communications Unit Leader

Section: Logistics Section

Mission:
To develop plans for the effective use of incident communications equipment and facilities; to install and test communications equipment; to supervise the incident communications center; to distribute communication equipment to incident personnel; and to maintain and repair equipment.

Duties:
- Report to Service Branch Director.
- Advise on communications capabilities/limitations.
- Prepare and implement the Incident Radio Communications Plan (ICS form 205).
- Establish the Incident Communications Center and Message Center and a Public Address System, if needed.
- Establish appropriate communications distribution/maintenance locations.
- Install and test communications systems.
- Establish an equipment accountability system.
- Ensure personal portable radio equipment from cache is distributed per Radio Plan.
- Provide information on
  - the adequacy of communications systems in operation
  - geographic limitations of communications systems
  - equipment capabilities
  - amount and types of equipment available
  - anticipated problems.
- Maintain records on communications equipment.
- Recover equipment from relieved or released units.
- Arrange repair of broken equipment.
- Maintain unit/activity log (ICS form 214).