

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).
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