

## COMMUNICATIONS UNIT LEADER JOB AID

**Position:** Communications Unit Leader

**Section:** Logistics Section

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**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.

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**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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