

# Communications Unit Leader Check List

*Responsible for managing all ESF8 communication requirements of Forward Operating Base and other deployed communication assets & services for ESF8 staff*

**Instructions:** The checklist below presents the minimum requirements for the position. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. Not all tasks may apply to every incident and additional tasks may be assigned during an incident. This checklist is supported by a Task Book that details the tasks for the position.

Activities to be completed	Complete	NA
<i>Within One Operational Period</i>		
1. Receive assignment from your agency including: <ul style="list-style-type: none"> <li>• Job assignment</li> <li>• Resource Order number (obtained from the Supply Unit) and Mission Number from EM Constellation</li> <li>• Reporting Location</li> <li>• Reporting Time</li> <li>• Assignment duration</li> <li>• Travel instructions</li> <li>• Any special communications instructions, e.g., travel frequency</li> </ul>		
2. Ensure Position Go kit is complete and on person when deployed.		
3. Upon arrival at the incident, check in at designated Check-in location. Check-in may be found at: <ul style="list-style-type: none"> <li>• Incident Command Post</li> <li>• Base or Camps</li> <li>• Staging Areas</li> <li>• Helibases</li> <li>• If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor.</li> </ul>		
4. Initiate documentation of Unit activities on ICS 214 (Z:\ESF 8 Logistics).		
5. Receive briefing from Forward Logistics Branch Director: <ul style="list-style-type: none"> <li>• Work Space</li> <li>• Work schedule</li> <li>• Policies and operating procedures</li> <li>• Current resource commitments and expectations</li> <li>• Current situation</li> <li>• Expected duration of assignment</li> <li>• Special needs</li> </ul>		
6. Determine current status of unit activities.		
7. Confirm dispatch and estimated time of arrival of Communications Unit Staff and supplies.		
8. Acquire work materials and set up a work area.		
9. Obtain a copy of the State ESF 8 Incident Action Plan. <ul style="list-style-type: none"> <li>• Determine support needs to meet the IAP.</li> </ul>		
10. Review the State ESF 8 Incident Action Plan for information affecting and guiding current and future operations of the Communications Unit.		
11. Organize and brief subordinates.		
12. Determine the needs of the Communications Unit.		
13. Assign specific duties to staff		
14. Coordinate with the Supply Unit Specialist for additional staffing or supply needs.		
15. Develop and implement accountability, safety and security measures for personnel and resources in the Communications Unit.		

Activities to be completed	Complete	NA
16. Gather information to assess the incident assignment. Examples of important information include: <ul style="list-style-type: none"> <li>• Frequencies and/or talk groups already assigned.</li> <li>• Other mutual aid channels or equipment already in use.</li> <li>• Gateway or other interoperability devices already in use.</li> <li>• Other current incidents or events that may create conflicts in communications plans or tax resources.</li> </ul>		
17. Determine requirements for communications to be established and place the initial order with the Supply Unit Specialist. Using information obtained from IAP, section briefings and agency briefings, immediately order (using proper procedures) supplies, materials and equipment necessary to support projected incident size.		
18. Design communications systems to meet incident operational needs. <ul style="list-style-type: none"> <li>• Prepare Incident Radio Communications Plan, ICS Form 205 and submit it to the Planning Unit.</li> <li>• Request any additional communications vendor services; e.g., telephone, sitcom, microwave and identify costs associated with equipment.</li> <li>• Coordinate, through the chain of command, the locations for equipment to be installed.</li> <li>• Order frequencies following the proper procedures.</li> <li>• Create diagrams of current communications systems(s)</li> </ul>		
19. Install communications equipment. <ul style="list-style-type: none"> <li>• Install and test all components of the communications equipment to ensure the incident's systems are operational.</li> <li>• Develop installation priorities, while adhering to safety standards regarding communications needs of tactical personnel; i.e., operations before logistics.</li> <li>• Clone or program radios as necessary and authorized</li> </ul>		
20. Determine optimal locations for any future expansion of communications equipment using topographical maps to evaluate elevation and separation needs.		
21. Assign communications equipment. <ul style="list-style-type: none"> <li>• Identify kinds and numbers of communications equipment to be distributed to specific units according to the communications plan.</li> <li>• Provide resources and unit leaders with appropriate equipment based on the communications plan.</li> <li>• Provide basic training as needed on equipment being fielded.</li> <li>• Maintain equipment inventory to provide accountability.</li> </ul>		
22. Know your assigned frequency(s) for your area of responsibility and ensure communications equipment is operating properly. <ul style="list-style-type: none"> <li>• Use clear text and ICS terminology (no codes) in all radio communications.</li> </ul>		
<i>Within Two Operational Periods</i>		
1. Check-in		
2. Maintain a Unit Log (ICS Form 214).		
3. Attend section briefings as required, and provide input and review of the ESF 8 Incident Action Plan.		
4. Obtain information concerning future operations through discussion with incident personnel that would impact the Communications Unit.		
<i>Each Operational Period</i>		
1. Check-in		
2. Maintain a Unit Log (ICS Form 214).		
3. Coordinate and supervise activities of the Communications Unit.		
4. Receive briefing from Forward Logistics Branch Director.		
5. Obtain a current State ESF 8 Incident Action Plan.		

Activities to be completed	Complete	NA
6. Attend incident planning meetings as required as the technical expert for communications needs. <ul style="list-style-type: none"> <li>• Determine the feasibility of providing the required communications support.</li> <li>• Provide operational and technical information on communications equipment available for the incident.</li> <li>• Provide operational and technical information on communications equipment and systems capabilities and restrictions.</li> </ul>		
7. Review current situation status, resource status, and prediction information.		
8. Determine current status of unit activities and advise Forward Logistics Branch Director of current capabilities.		
9. Estimate Communications Unit support needs for the next operational period.		
10. Compare estimated future requirements with expected Communications Unit capabilities.		
11. Evaluate needs and order supplies, materials and personnel to keep unit operating. <ul style="list-style-type: none"> <li>• Order materials and supplies using procedures established by the Supply Unit Specialist. ICS Form 213</li> <li>• Maintain quantities of supplies and materials at a level to prevent shortage of any basic needed items.</li> <li>• Ensure adequate personnel to support the Communications Unit, technicians, radio operators, etc.</li> <li>• Coordinate with the participating agencies for any additional interoperability resources that may be needed.</li> <li>• Assess current tactical communications equipment needs such as power sources for extended operations.</li> </ul>		
12. Organize and supervise unit. <ul style="list-style-type: none"> <li>• Brief and keep subordinates informed and updated.</li> <li>• Establish unit time frames and schedules.</li> <li>• Assign and monitor work assignments.</li> </ul>		
13. Maintain accountability of assigned personnel as to exact location(s), personal safety, and welfare at all times, especially when working in or around incident operations.		
14. Receive reports of significant events.		
15. Initiate and maintain accurate records of all communications equipment. <ul style="list-style-type: none"> <li>• Identify and take necessary actions to accomplish minor field repair or place orders for replacement of equipment.</li> <li>• Document geographic locations of equipment and transfer this information to local maps.</li> <li>• Keep records for local and national resources to ensure return to proper locations.</li> </ul>		
16. Perform operational test of communications systems throughout the duration of the incident. <ul style="list-style-type: none"> <li>• Identify and take necessary actions to accomplish minor field repair or place orders for replacement of equipment.</li> <li>• Monitor all gateways in use.</li> <li>• Plan for battery replacement.</li> <li>• Act decisively to minimize interruptions in system operation.</li> </ul>		
17. Periodically check work progress on assigned tasks of units, as appropriate.		
18. Ensure adequate rest is provided to all unit personnel.		
19. Ensure Communication Unit records and reports are provided to the State ESF 8 Documentation Unit leader at the end of each operational period.		
<i>Upon Demobilization</i>		
1. Respond to demobilization orders and brief subordinates regarding demobilization.		
2. Complete and submit ICS forms - ACTIVITY LOG (ICS 214) Demobilization Check-Out (ICS 221), Team Performance Evaluation ICS Form 224, ICS 225 Individual Performance Evaluation (Z:\ESF 8 Logistics).		

Activities to be completed	Complete	NA
3. Obtain and review the Demobilization Plan from the Demobilization Unit Leader.		
4. List Resources and Supplies recommended for release by type, quantity, location, and time.		
5. Coordinate with the Demobilization Unit Leader on the Demobilization Plan.		
6. Ensure the safe and complete recovery of deployed personnel, assets, equipment, and supplies		
7. Ensure that recovered deployed assets and personnel follow approved decontamination processes as established by ESF 8 Tech Specs.		
8. Participate in the Logistics Section hot wash		
9. Participate in the AAR process.		
10. Supervise demobilization of unit, including storage of supplies.		
11. Coordinate with the Logistics Section Chief and Supply Unit Leader for re-supply to bring all caches up to pre deployment levels.		

**General Information**

**SERT Log-In**

- User Name : SERT
- Password : !eoC1997\*

**ESF 8 Logistics Phones**

- 850-617-9040
- 850-617-9041

**E-Mail**

- <https://mail.doh.state.fl.us/exchange>
- StateESF8.Fin-Adm@flhealth.gov
- StateESF8.LogStaffing@flhealth.gov
- StateESF8.Planning@flhealth.gov

**Logistics**

- <http://webmail.myflorida.com>
- User Name: services\esf08
- Password: MailBox!123
- Address: [esf08@em.myflorida.com](mailto:esf08@em.myflorida.com)

**Floater Phones**

- Staffing Unit Leader : 850-694-3180
- Finance and Administration : 850-445-8193